



City of Port St. Lucie
Procurement Management Division

121 SW Port St. Lucie Blvd., Port St. Lucie, FL 34984

[NV & VD, LLC] RESPONSE DOCUMENT REPORT

RFP No. 20250193

MIDFLORIDA Event Center Catering Contract

RESPONSE DEADLINE: December 3, 2025 at 2:30 pm

Report Generated: Wednesday, December 3, 2025

NV & VD, LLC Response

CONTACT INFORMATION

Company:

NV & VD, LLC

Email:

rollatini1@gmail.com

Contact:

Victor Duarte

Address:

2240 SE Veterans Memorial Parkway
Port Saint Lucie, FL 34952

Phone:

(718) 809-2941

Website:

<https://www.chefvictorevents.com>

Submission Date:

Dec 2, 2025 4:13 PM (Eastern Time)

ADDENDA CONFIRMATION

Addendum #1

Confirmed Dec 2, 2025 8:59 PM by Victor Duarte

QUESTIONNAIRE

1. Mandatory Forms

PROPOSAL UPLOAD*

1.1_-_Proposal_Document_-_NV&VD,_LLC.pdf

PROPOSER'S GENERAL INFORMATION WORKSHEET*

It is understood and agreed that the following information is to be used by the City to determine the qualifications of prospective Proposer to perform the work required. The Proposer waives any claim against the City that might arise with respect to any decision concerning the qualifications of the Contractor.

The undersigned attests to the truth and accuracy of all statements made on this questionnaire. Also, the undersigned hereby authorizes any public official, Engineer, Surety, bank, material or equipment manufacturer, or distributor, or any person, firm or corporation to furnish the City any pertinent information requested by the City deemed necessary to verify the information on this questionnaire.

Please download the below documents, complete, and upload.

- [PSL- Consultant's General I...](#)

1.2_-_Proposer's_General_Information_Worksheet.pdf

E-VERIFY FORM *

Please download the below documents, complete, and upload.

- [E-Verify_Form.pdf](#)

1.3_-_E-Verify_Form.pdf

NON-COLLUSION AFFIDAVIT*

Please download the below documents, complete, and upload.

- [Non-Collusion_Affidavit-fil...](#)

1.4_-_Non-Collusion_Affidavit.pdf

SUPPLIER LOCATION CERTIFICATION

Please download the below documents, complete, and upload.

- [Supplier_Location_Certifica...](#)

1.5_-_Supplier_Location_Certification_Form.pdf

COPY OF W-9*

1.6_-_Copy_of_W-9.pdf

LOCAL BUSINESS LICENSE / BUSINESS TAX RECEIPT*

A copy of the current Local Business License (also known as a Business Tax Receipt or Occupational License) issued by the City, County, or other applicable jurisdiction where the Vendor is located.

1.7_-_Business_Tax_Receipt.pdf

COPY OF CERTIFICATE OF INSURANCE*

1.8_-_Certificate_of_Insurance.pdf

FINANCIAL STATEMENTS*

Financial statements for the past three (3) fiscal years, including at a minimum a Balance Sheet and Income Statement (Profit and Loss Statement). Statements will be reviewed and evaluated by the City's Finance Department to confirm financial stability.

1.9_-_Financial_Statements.pdf

2. Electronic Confirmation

CONE OF SILENCE AND COMMUNICATION DOCUMENT*

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 the OpenGov Portal, 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 Code of Ordinances, Section 35.13. Contact with anyone other than the Issuing Officer may result in the vendor being disqualified. All contact must be coordinated through the Issuing Officer, for the procurement of these services.

Confirmed

DRUG FREE WORKPLACE*

The undersigned Contractor in accordance with section 287.087, Florida Statutes, hereby certifies that they comply fully with the below requirements.

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.

Confirmed

PROPOSER'S CODE OF ETHICS*

The City of Port St Lucie ("City), through its Procurement Management Division ("Procurement Management Division") is committed to a procurement process that fosters fair and open competition, is conducted under the highest ethical standards and enjoys the complete confidence of the public. To achieve these purposes, Procurement Management Division requires each vendor who seeks to do business with the City to subscribe to this Contractor's Code of Ethics.

- ◆ A Contractor's bid or proposal will be competitive, consistent and appropriate to the bid documents.
- ◆ A Contractor will not discuss or consult with other Vendors intending to bid on the same Contract or similar City Contract for the purpose of limiting competition. A Vendor will not make any attempt to induce any individual or entity to submit or not submit a bid or proposal.
- ◆ Contractor will not disclose the terms of its bids or proposal, directly or indirectly, to any other competing Vendor prior to the bid or proposal closing date.
- ◆ Contractor will completely perform any Contract awarded to it at the contracted price pursuant to the terms set forth in the Contract.
- ◆ Contractor will submit timely, accurate and appropriate invoices for goods and/or services actually performed under the Contract.
- ◆ Contractor will not offer or give any gift, item or service of value, directly or indirectly, to a City employee, City official, employee family member or other vendor contracted by the City.

- ◆ Contractor will not cause, influence or attempt to cause or influence, any City employee or City Official, which might tend to impair his/her objectivity or independence of judgment; or to use, or attempt to use, his/her official position to secure any unwarranted privileges or advantages for that Vendor or for any other person.
- ◆ Contractor will disclose to the City any direct or indirect personal interests a City employee or City official holds as it relates to a Vendor contracted by the City.
- ◆ Contractor must comply with all applicable laws, codes or regulations of the countries, states and localities in which they operate. This includes, but is not limited to, laws and regulations relating to environmental, occupational health and safety, and labor practices. In addition, Contractor must require their suppliers (including temporary labor agencies) to do the same. Contractor must conform their practices to any published standards for their industry. Compliance with laws, regulations and practices include, but are not limited to, the following:
 - o Obtaining and maintaining all required environmental permits. Further, Contractor will endeavor to minimize natural resource consumption through conservation, recycling and substitution methods.
 - o Providing workers with a safe working environment, which includes identifying and evaluating workplace risks and establishing processes for which employee can report health and safety incidents, as well as providing adequate safety training.
 - o Providing workers with an environment free of discrimination, harassment and abuse, which includes establishing a written antidiscrimination and anti-bullying/harassment policy, as well as clearly noticed policies pertaining to forced labor, child labor, wage and hours, and freedom of association.

DISCLAIMER: This Code of Ethics is intended as a reference and procedural guide to Contractors. The information it contains should not be interpreted to supersede any law or regulation, nor does it supersede the applicable Contractor Contract. In the case of any discrepancies between it and the law, regulation(s) and/or contractor contract, the law, regulatory provision(s) and/or vendor contract shall prevail.

Confirmed

AFFIDAVIT OF NONGOVERNMENT ENTITY ANTI-HUMAN TRAFFICKING LAWS*

In accordance with section 787.06(13), Florida Statutes, the representative of the nongovernmental entity bidder (“Entity”), attests under penalty of perjury that the Entity does not use coercion for labor or services as defined in section 787.06.

Confirmed

VENDOR SCRUTINIZED COMPANIES LIST CERTIFICATION*

Sections [287.135](#) and [215.473](#), Florida Statutes, prohibit Florida municipalities from contracting with companies, for goods or services over \$1,000,000 that are on either the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or to engage in any Business operations with Cuba or Syria. Sections 287.135 and 215.4725 also prohibit Florida municipalities from contracting with companies, for goods or services in any amount that are on the list of Scrutinized Companies that Boycott Israel.

The list of "Scrutinized Companies" is created pursuant to Section 215.473, Florida Statutes. A copy of the current list of "Scrutinized Companies" can be found at the following link:

https://www.sbafla.com/media/mqodaonn/2024_12_17_-israel-scrutinized-companies-list-for-web.pdf

As the person authorized to sign on behalf of the Respondent Vendor, I hereby certify that the company identified above in the section entitled "Respondent Vendor Name" is not listed on either the Scrutinized Companies with Activities in Sudan List; or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List; is not participating in a boycott of Israel; and does not have any business operations with Cuba or Syria. I understand that pursuant to Sections 287.135 and 215.473, Florida Statutes, the submission of a false certification may subject the Respondent Vendor to civil penalties, attorney's fees, and/or costs.

I understand and agree that the City may immediately terminate any contract resulting from this solicitation upon written notice if the company referenced above are found to have submitted a false certification or any of the following occur with respect to the company or a related entity: (i) for any contract for goods or services in any amount of monies, it has been placed on the Scrutinized Companies that Boycott Israel List, or is engaged in a boycott of Israel, or (ii) for any contract for goods or services of one million dollars (\$1,000,000) or more, it has been placed on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or it is found to have been engaged in business operations in Cuba or Syria.

Confirmed

I CERTIFY THAT I HAVE READ, UNDERSTOOD AND AGREE TO THE TERMS IN THIS SOLICITATION, AND THAT I AM AUTHORIZED TO SUBMIT THIS RESPONSE ON BEHALF OF MY COMPANY.*

Confirmed



Catering Service Proposal
for
MIDFLORIDA Event Center
by
NV & VD, LLC

Project ID: 20250193

Proposal Date: December 3, 2025

Contractor: NV & VD, LLC (DBA: Chef Victor Events, *will be formally known as Rollatini*)

Contact Person: Victor Duarte, *Owner and Executive Chef*

Address: 2240 SE Veterans Memorial Parkway, Port Saint Lucie, FL 34952

Email: Info@ChefVictorEvents.com *or* Rollatini1@gmail.com

Phone Number: (718) 809-2941 (Chef Victor's Cell Phone) *or* (561) 351-1383 (Business Line)



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Catering/Concessions Operations

Tab 1 - Proposal Factors

Question #1 - Proof of continuous ownership and operation for at least five (5) years (e.g., Sunbiz record, business license).

- **Answer** - Below are digital copies of these documents which highlight reference numbers to confirm the information requested. You'll see that our company (NV&VD, LLC) has been active since 2007 as noted on our Sunbiz record. For additional clarification, our Document Number on Sunbiz is L07000016724 and our Business License Number is NOS6603094.

Sunbiz Record



DIVISION OF CORPORATIONS

Sunbiz.org DIVISION of CORPORATIONS
an official State of Florida website

[Department of State](#) / [Division of Corporations](#) / [Search Records](#) / [Search by Entity Name](#) /

Detail by Entity Name

Florida Limited Liability Company
NV & VD LLC.

Filing Information

Document Number	L07000016724
FEI/EIN Number	20-8442086
Date Filed	02/14/2007
Effective Date	02/13/2007
State	FL
Status	ACTIVE

Business License



Ron DeSantis, Governor

Melanie S. Griffin, Secretary

STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION
DIVISION OF HOTELS AND RESTAURANTS

THE NON-SEATING FOOD SERVICE (2010) HEREIN IS LICENSED UNDER THE PROVISIONS OF CHAPTER 509, FLORIDA STATUTES
NBR. OF SEATS: 0

NV AND VD LLC
ROLLATINI ITALIAN RESTAURANT
2240 SE VETERANS MEMORIAL PKWY
PORT SAINT LUCIE, FL 34952

LICENSE NUMBER: NOS6603094
EXPIRATION DATE: APRIL 1, 2026
Always verify licenses online at MyFloridaLicense.com

ISSUED: 03/05/2025
Do not alter this document in any form.

This is your license. It is unlawful for anyone other than the licensee to use this document.

CHEF VICTOR | 3
EVENTS

Tab 1 - Proposal Factors (Cont.)

Question #2 - Brief company overview including founding date, services offered, and relevant catering/food service experience.

- **Answer** - In 2007, Chef Victor Duarte opened his first restaurant, Rollatini Italian Restaurant, in Lake Worth, Florida. This small family-owned business was kindly received and greatly supported by its community. As a result, in 2011, Chef Victor expanded the Rollatini service by developing a new catering branch called Rollatini Italian Catering. During the first couple of years, Rollatini Italian Catering was servicing intimate gatherings (birthdays, graduations, holiday parties, etc) by providing large trays of Rollatini's most popular dishes; essentially an extension of the restaurant. But with every client collaboration, came a valuable piece of advice or special request such as: inquiries for different cuisines (non-Italian) and inquires for additional services (dessert stations, table settings, bar menus, staffing, etc). Creative Collaboration became one of the company's leading core values and naturally, an extension of the restaurant evolved into its own entity: Rollatini Catering (sans Italian). Rollatini Catering now provided a customizable full-service catering experience for every client. This expansion welcomed new collaborations with established event venues located from the Treasure Coast down to Miami-Dade County. In 2022, one of these collaborations resulted in Rollatini Catering's acquisition of Promenade on the River, an event venue located in Port St. Lucie. Rollatini Catering's new management of Promenade on the River was a blessing that allowed the catering company to flourish in the Treasure Coast. Similarly, in 2024, Rollatini Catering acquired the same catering and venue management responsibilities over The Club at Emerald Hills, an event venue space located inside a golf course in Hollywood, Florida. In 2025, upon reflection of the company's growth, Rollatini Catering is now becoming Chef Victor Events.

Chef Victor Events (CVE) is a full-service catering and event management company that has proudly formed part of thousands of events (intimate and large-scale) since 2011. Our catering team provides various cuisines and is constantly adding new menu items to align with clients' creative visions. Our serving styles range between buffet meals, plated meals, duo-plated meals, food stations, and live-action stations. Our inquiry process begins with a phone consultation which allows us to better understand a potential client's creative vision, intended budget, and overall expectations before we send any menus/pricing. Our company's core values are growth, innovation, resourcefulness, passion, determination, transparency, and creative collaboration. These values along with professionalism, structure, and trust are the building blocks of Chef Victor Events.

Tab 1 - Proposal Factors (Cont.)

Question #3 - Six (6) catered event references (minimum 150 guests each)

- **Answer** -

- **Reference #1**

- Client Name - Natalie Harmon (Event Specialist)
- Relationship to Proposer – Mrs. Harmon is an event specialist who often hires Chef Victor Events’ catering services for her clients (private clients and event venues). Mrs. Harmon is currently employed as an event specialist at Place of Hope, and she is the owner of Harmon Events.
- Phone Number - (561) 853-4498
- Email - NatalieH@placeofhope.com
- Event Type - 90th Birthday Celebration
- Type of Service - Plated Serving Style
- Event Date - June 9, 2024
- Guest Count - 150

- **Reference #2**

- Client Name - Joyce Domenico (Director of Sales and Event Management)
- Relationship to Proposer – Ms. Domenico is an event planner who often hires Chef Victor Events’ catering services for her clients (private clients and event venues). Ms. Domenico is currently the Director of Sales and Event Management at X-Golf.
- Phone Number - (561) 670-3183
- Email - events@xgolfwpb.com
- Event Type - Retirement Celebration
- Type of Service - Plated Serving Style
- Event Date - June 21, 2025
- Guest Count - 190

- **Reference #3**

- Client Name - Marcela Pedraza (Frequent Private Client)
- Relationship to Proposer – Mrs. Pedraza is a reoccurring private client of Chef Victor Events. Chef Victor Events provides catering services for Mrs. Pedraza no less than 10 times a year for her private functions (small and large scale).
- Phone Number - (561) 601-2379
- Email - ingecocontractorsmp@yahoo.com
- Event Type - Sweet Sixteen
- Type of Service - Plated Serving Style
- Event Date - November 23, 2024
- Guest Count - 165

Tab 1 - Proposal Factors (Cont.)

Question #3 Continued- Six (6) catered event references (minimum 150 guests each)

- **Answer -**

- **Reference #4**

- Client Name - Jennifer Horne (General Manager)
- Relationship to Proposer – Ms. Horne is the general manager of The Club at Emerald Hills, an event venue space. Ms. Horne books and manages all golf reservations at the club. Often times, these reservations are made for large events in which the client books a golf tournament followed by a buffet lunch. As the general manager of the club, Ms. Horne is responsible for her client’s satisfaction of their golfing experience and the catering services provided.
- Phone Number - (954) 325-4701
- Email - jhorne@theclubatemeraldhills.com
- Event Type - Fundraising Event
- Type of Service - Buffet Serving Style
- Event Date - May 10, 2025
- Guest Count - 150

- **Reference #5**

- Client Name - Dorianne Lespinasse
- Relationship to Proposer – Mrs. Lespinasse hired Chef Victor Events’ catering services for her wedding celebration.
- Phone Number - (401) 474-3005
- Email - dclespinasse@gmail.com ****Preferred method of contact****
- Event Type - Wedding Celebration
- Type of Service - Buffet Serving Style
- Event Date - May 3, 2025
- Guest Count - 150

- **Reference #6**

- Client Name - Carmela Cagle (Event Planner)
- Relationship to Proposer – Mrs. Cagle is an event planner who often hires Chef Victor Events’ catering services for her clients (private clients and event venues).
- Phone Number - (561) 727-7267
- Email - carmelitaevents@gmail.com
- Event Type - Sweet Sixteen
- Type of Service - Buffet Serving Style
- Event Date - September 27, 2025
- Guest Count - 150

Tab 2 - Organizational Capacity

Question #1 - Describe the management and reporting structure specific to this contract.

• **Answer -**

Based on the limited knowledge we have of the formal catering inquiry process at the MIDFL Event Center, we assume (until corrected) that all clients may inquire about catering services via email, phone, and the Contact Form on the venue's website.

All inquiries are received by the Chef Victor Events (CVE) Sales Team. The CVE Sales Team are responsible for the following:

- Managing new inquiries (via emails, phone consultations, or in-person meetings).
- Creating, sending, following up, and revising client proposals.
- Submitting client-approved proposals to the Director of Events for a contract request. At this time, the sales representative connects the Director of Events, Michelle Duarte, with the client.
- Nurturing client relationships and addressing any questions or concerns clients may have between the time clients sign the contract until their event dates.

The Director of Events, Michelle Duarte, is responsible for the following:

- Managing the CVE Sales Team and monitoring their inquiry process.
- Creating, sending, following up, and revising client contracts (including collecting deposits).
- Collaborating with the Bookkeeper, Eliam Duarte, in receiving and managing client payments.
- Responsible for all client appointments (food tasting appointments, table setting selection appointments, venue layout and design appointment, and any other appointment that may be necessary for the success and satisfaction for a client event).
- Responsible for creating and finalizing a Banquet Event Order (BEO) for all client events (including collecting final payments).
- Responsible for sending all BEOs and all final details to Chef Victor and the Onsite Event Team.
- Responsible for following up with clients after their events have concluded to inquire about their satisfaction and overall feedback.

Next Step Continued on Page 8

Tab 2 - Organizational Capacity (Cont.)

Question #1 (Continued) - Describe the management and reporting structure specific to this contract.

- Answer -

Continued from Page 7



All BEOs and final details are received by the Chef Victor Events (CVE) Onsite Event Team. The CVE Onsite Event Team is responsible for the following:

- The Kitchen Event Manager, Sous Chef, and/or Executive Chef meet in-person to analyze the BEO. This analysis focuses on acknowledging the following details: Name of the client, type of event, event location, event date, event timeline, final guest count, client menu, client special requests, report of food allergens or dietary restrictions (including the location of their seat within the event's floor plan).
- The Kitchen Event Manager, Sous Chef, and/or Executive Chef then creates a shopping list for each BEO and proceeds to order it with our vendors.
- The Event Front Manager reviews all event layouts and floor plans (including the BEO). And on the day of the client's event, the Event Front Manager has an in-person meeting with the serving staff to review all details and expectations.
- Once the shopping list items are delivered and received, the Kitchen Event Manager, Sous Chef, and/or Executive Chef gather the rest of the Onsite Event Team for an in-person meeting where instructions, timelines, event floor plan, and expectations are discussed.
- The kitchen staff prepare the menu.
- The CVE Onsite Event Team executes the event according to plan and meets all client (and CVE) expectations.
- The Kitchen Event Manager, Sous Chef, and/or Executive Chef leave the kitchen and enter the event space to observe and seek feedback from the Event Front Manager.
- Once the event has concluded, the kitchen team begin to clean, sanitize, and restock the kitchen accordingly.

Tab 2 - Organizational Capacity

(Cont.)

Question #2 - Indicate the percentage of your current employees who reside in the City of Port St. Lucie or St. Lucie County.

- **Answer** - At this time, 10% of our current employees reside in the City of Port St. Lucie or St. Lucie County. Although our team currently manages an event venue within the City of Port St. Lucie, the number of events held there is not frequent enough to support a lucrative employment opportunity for a Port St. Lucie or St. Lucie County resident. However, as a reminder of our growth process, our company was first established in Palm Beach County and when we were awarded a consistent catering opportunity in Broward County, we immediately hired Broward County residents in response to the consistent staffing needs created by our new catering contract in that county. Our company has always grown by hiring locally when new opportunities arise. If we are awarded this catering contract, we are fully prepared (and genuinely eager) to hire residents of the City of Port St. Lucie and St. Lucie County. Local staffing will be essential for efficient operations and aligns with our commitment to expanding our workforce in the communities we serve.

Question #3 - Indicate the percentage of your current employees who reside in the City of Port St. Lucie or St. Lucie County.

- **Answer** - At this time, 50% of our current vendors are based in the City of Port St. Lucie or St. Lucie County. However, as we stated in the previous answer, our company has always grown by hiring locally when new opportunities arise. If we are awarded this catering contract, we are fully prepared (and genuinely eager) to hire residents of the City of Port St. Lucie and St. Lucie County. Local staffing will be essential for efficient operations and aligns with our commitment to expanding our workforce in the communities we serve.

Tab 2 - Organizational Capacity (Cont.)

Question #4 - List which levels of staff receive training and the method of delivery (e.g., online, in-person).

- **Answer** -

- **Sales Team** - Every quarter, Chef Victor meets in-person with the Director of Events and the sales team to review, analyze, and modify (if necessary) the sales inquiry process. These meetings are often guided by a visual presentation outlining our objectives which may vary between:
 - Client Feedback - how are client's responding to our inquiry process, our product, our pricing, and our customer service?
 - Sales - Are our efforts being supported by achieved sales numbers?
 - How is the team feeling in their daily operations?

The outcome of these meetings guides the verbal in-person training process on areas of demand and targeted growth.

- **Onsite Event Team** - within the Onsite Event Team falls the Kitchen Staff and the Serving Staff. As one may assume, the Kitchen Staff are completely involved in the preparation for an event where the serving staff are ONLY present on the day of the event. Kitchen Staff consist of: Executive Chef, Sous Chef, Line Cooks, Kitchen Preps, Kitchen Managers, Kitchen Stewards, and Dishwashers. Their training is as follows:
 - Sous Chef, Line Cooks, Kitchen Preps, and Kitchen Managers - Executive Chef Victor conducts an in-person two hour training session every week and covers the following:
 - New Regulations (and reviews established ones)
 - New Techniques
 - Safety Reminders
 - Cleaning Execution
 - Sets goals for the week
 - Kitchen Stewards and Dishwashers - The Kitchen Managers conduct an in-person one hour training session every month and cover the following:
 - Reminders of safety work zone
 - Cleaning and maintenance of the kitchen equipment
 - Set goals for the month
 - Serving Staff - The Event Front Manager conducts an ongoing in-person training every event. The serving staff is always scheduled to arrive early to an event for the event's preparation AND to receive ongoing training information regarding food safety regulations, food serving standards and care, and proper serving etiquette.

Tab 2 - Organizational Capacity

(Cont.)

Question #5 - Describe training frequency and topics related to safety and sanitation.

- **Answer** - Per the standards of Executive Chef Victor, in a kitchen, everyday is a training day. The topics discussed daily are:
 - Personal hygiene standards (including uniforms).
 - Checking the inventory product that is delivered by our vendors (or picked up by us) to ensure that it is up to safety and sanitation standards.
 - Checking the temperature of all coolers and freezers including the products stored within.
 - Inventory to be stored must be cleaned, prepared, and labeled accordingly.
 - Cleaning and sanitation of the tools used to prep, cook, and clean (this includes all large equipment and surfaces).
 - All temperature checks must be reported in the opening and closing logs.
 - With all topics and checkpoints noted above, all staff know to report any issues, irregularities, or concerns immediately, no exceptions!

Question #6 - Provide an overview of your company's HACCP (Hazard Analysis and Critical Control Points) program.

- **Answer** - Chef Victor Events' HACCP program is conducted and monitored on a *daily basis*. The details of our program are as follows:
 - Hazard Analysis - We identify potential risks by the following:
 - Kitchen Stewards check ALL products received for any damage, spoiling, or any indication of the product being below standards BEFORE storing it away. Products that have passed this first inspection will be logged as being received in the corresponding files.
 - Kitchen Preps and Sous Chefs check equipment and product temperatures everyday and log it in the HACCP book. Any irregularities or cross contaminations are reported and corrected immediately.
 - Critical Control Points - Our Line Cooks and Chefs (all levels) control risks by actively checking food cooking temperatures, food cooling timings and temperatures, reheating temperatures, and abiding by reheating standards.

Tab 2 - Organizational Capacity

(Cont.)

Question #6 Continued - Provide an overview of your company's HACCP (Hazard Analysis and Critical Control Points) program.

- **Answer** - Chef Victor Events' HACCP program is conducted and monitored on a *daily basis*. The details of our program are as follows:
 - Critical Limits - Every member of our kitchen staff knows and records the numerical cooking standards for each part of our food service process. To ensure this, we have a poster in every kitchen that highlights the standards and regulations for the following:
 - Minimum internal cooking temperatures
 - Danger zone temperatures
 - Cooling times
 - Reheating times
 - Food holding temperatures
 - Standard temperature for coolers and freezers
 - Monitoring Procedures - Chef Victor ensures that every member of the kitchen staff are trained, knowledgeable, and held accountable by their individual responsibilities in order to form part of the monitoring process. Chef Victor actively performs surprise visits and regularly checks all of the record-keeping to ensure that the monitoring process is working as it should. The monitoring process is as such:
 - Kitchen Stewards check ALL products received for any damage, spoiling, or any indication of the product being below standards BEFORE storing it away. Products that have passed this first inspection will be logged as being received in the corresponding files.
 - Kitchen Preps and Sous Chefs check equipment and product temperatures everyday and log it in the HACCP book. Any irregularities or cross contaminations are reported and corrected immediately.
 - Line Cooks and Kitchen Preps check temperature of all coolers and freezers and log it in the corresponding HACCP book.
 - Kitchen Managers supervise during their shifts to ensure all food products, kitchen equipment (including tools and surfaces), and procedures are being handled up to standards. If the Kitchen Managers find any irregularities, they will report and correct it immediately. All irregularities are reported to the Executive Chef and logged in the HACCP book.

Tab 2 - Organizational Capacity (Cont.)

Question #6 Continued - Provide an overview of your company's HACCP (Hazard Analysis and Critical Control Points) program.

- **Answer** - Chef Victor Events' HACCP program is conducted and monitored on a daily basis. The details of our program are as follows:
 - Corrective Actions - The corrective action is contingent upon the irregularity in question. However, all kitchen staff are knowledgeable (by training and certification) in preventing, reporting, and correcting any irregularities including but not limited to cross contaminations, unsafe food handling, incorrect temperatures, and so forth. The kitchen staff consist of: Executive Chef, Sous Chefs, Line Cooks, Kitchen Preps, Kitchen Managers, Dishwashers, and Kitchen Stewards.
 - Verifications - As mentioned in our monitoring process, Chef Victor actively performs surprise visits and regularly checks all of the record-keeping to ensure that the monitoring process is working as it should. In addition, within their daily responsibilities, the kitchen staff checks the calibration of tools and devices that they rely on such as thermometers.
 - Record Keeping - The kitchen staff is aware and active in recording mandatory information such as temperature logs, cleaning logs, and receiving product logs. Chef Victor actively checks these logs as well.

Question #7 - State your company policy on ServSafe certification, including which roles require it and how compliance is tracked.

- **Answer** - The following roles in our company must be ServSafe Certified according to our policy:
 - Executive Chef
 - Sous Chefs
 - Line Cooks
 - Kitchen Preps
 - Kitchen Managers
 - Kitchen Stewards
 - Dishwashers
 - Servers

- **See Next Page (#14) for continuation of answer**

Tab 2 - Organizational Capacity (Cont.)

Question #7 Continued - State your company policy on ServSafe certification, including which roles require it and how compliance is tracked.

- **Answer** - The roles mentioned (on page 13) go through an in-person training every 6 months and upon completion, is awarded the following certifications:
 - ServSafe Manager Certification
 - Executive Chef
 - Sous Chefs
 - Line Cooks
 - Kitchen Preps
 - Kitchen Managers
 - ServSafe Food Handler Certification
 - Executive Chef
 - Sous Chefs
 - Line Cooks
 - Kitchen Preps
 - Kitchen Managers
 - Kitchen Stewards
 - Dishwashers
 - Servers
- Compliance is tracked by Eliam Duarte, the NV & VD, LLC bookkeeper. Mrs. Duarte keeps a master tracking spreadsheet of all company certifications to be monitored and renewed in a timely manner.

Tab 2 - Organizational Capacity

(Cont.)

Question #8 - Describe your approach to daily cleaning, sanitation, and general care of assigned kitchen and food service areas. Include procedures for ensuring compliance with health and safety standards.

- **Answer** - The following applies to every kitchen operated by Chef Victor Events.
 - At the start of every shift, all Line Cooks, Kitchen Preps, and Dishwashers must clean any surfaces that have contact with food then sanitize properly (hot water + Chlorine or quaternary ammonium 75 degrees Fahrenheit). This cleaning and sanitation process takes place every 4 hours from the opening of the kitchen until the closing of the kitchen.
 - Every evening, Kitchen Stewards and Dishwashers must wash floors and sanitize every station.
 - The first day of each month, every employee in the kitchen must take place in a deep cleaning of the kitchen (walls, shelves, floors, and other areas needed).
 - All staff are knowledgeable in the location of the Material Safety Data Sheets (MSDS) in the kitchen and abide by its regulations on where/how to store, use, and dispose of chemical hazards.

Question #9 - Outline your preventive and routine maintenance protocols for food service equipment. Include your current maintenance schedule, responsible personnel, and procedures for addressing urgent repairs or breakdowns.

- **Answer** - In our hierarchy of controls, the Kitchen Managers (KM) are responsible for overseeing all maintenance of kitchen equipment and scheduling the corresponding cleaning, maintenance, or repair services. The KM maintain all service records and logs (including vendor information). They are also in constant communication with the Executive Chef and the bookkeeper regarding quotes and costs associated with these services. In alignment with preventative care, the KM perform a daily check of operational functions of all kitchen equipment. Accordingly, if any urgent repairs or breakdowns arise, the KM informs the Executive Chef then contacts the necessary approved vendor immediately. Additionally, the Line Cooks and Sous Chef also report any irregularities noticed to the KM.
- **See Next Page (#16) for continuation of answer**

Tab 2 - Organizational Capacity (Cont.)

Question #9 Continued- Outline your preventive and routine maintenance protocols for food service equipment. Include your current maintenance schedule, responsible personnel, and procedures for addressing urgent repairs or breakdowns.

- **Answer** - The KM, Line Cooks, and Sous Chefs are trained to follow the following maintenance schedule:
 - Daily - Check for visible damage, leaks, and unusual noises.
 - Monthly
 - Deep cleaning of exteriors and hard-to-reach area
 - Check gaskets, blades, mixers, and doors for wear
 - Clean condenser coil on fridge units
 - Clean and change AC unit filters
 - Clean and sanitize ice machines
 - Quarterly
 - Professional cleaning of hood systems
 - Professional cleaning of grease tray tanks
 - Professional cleaning and maintenance service of refrigeration and fountain equipment
 - Semi-Annual - Professional service of fire suppression systems to and ensure compliance.
- Special note on repairs - in-house repairs are completed when possible and after approved by the Executive Chef. If an in-house repair is not possible, then a professional vendor is contacted for a complex repair. Equipment is tested daily by the Kitchen Managers, Line Cooks, and Sous Chefs.

Tab 3 - Commission Rates

Question #1 - Provide proposed commission rates (as a percentage of gross sales) for each of the following categories

- **Answer -**

- Catering Sales - 12%
- Concession Sales - 12%
- Alcohol Sales - 15%
- Floral, Decorating, or other Food & Beverage Vendor Leasing/Licensing - 12%
- Catering/Concessions for City Agency Events Offsite (using City facilities or equipment) - 12%

Tab 4 - Catering and Concession Operations

Question #1 - Describe your process for accommodating client-driven menu changes or seasonal updates for both catering and concessions.

- **Answer** - Client Collaboration is one of our company's core values. Accordingly, our first meaningful point of contact with every client begins with a phone consultation (or in-person interactions for concessions). During this meeting, our sales team guides the conversation to focus on the client's vision for their event. The vision includes creative direction, inspirations, menu expectations, serving style preferences, budget, and other important details that the client decides to share. Based on the information (or feedback when talking about concessions) that we receive from a client, we aim to create a proposal (or options to purchase when talking about concessions) that aligns with the client's vision and their expectations.

Question #2 - Provide one example where you adapted your menu to retain a client. Include the situation, what changed, and the result.

- **Answer** - One fun example that happened recently, is we had a client referred to us by an event venue that we had worked with a couple of times in the past. The client was Vietnamese and her fiancé was Italian. She expressed that she wanted a catering menu for their wedding that was half Vietnamese and half Italian. We asked her to send some examples of Vietnamese dishes that she loved and then we scheduled a food tasting for her. She and her fiancé loved the menu and they booked us for their wedding celebration. The result was an incredible collaboration of cultures and flavors that led us to add her Vietnamese dish to our main menu option. It was the first Vietnamese menu we had done!

Question #3 - Outline the range of your catering capabilities including: event size, types of cuisine offered, and service styles (e.g., buffet, plated, stations).

- **Answer** - In the most humble manner, our best catering capability is resourcefulness. We have learned what we are capable of by being open and willing to all different kinds of collaborations with new clients. If there is a vision, we will find a way to execute it. From this belief, we have been able to build our catering company to an event planning company. Based on our history, as of now, we can service events ranging from 0 - 1,000+ guests. We can provide a wide range of cuisines such as (but not limited to), Italian, BBQ, Greek, Caribbean, Japanese, Vietnamese, Mexican, South American, and more. Lastly, our serving styles range from buffet meals, plated meals, duo-plated meals, curated food stations, live-action stations, and charcuterie displays.

Tab 4 - Catering and Concession Operations (Cont.)

Question #4 - Describe the range of concessions you provide to current clients.

- **Answer** - Currently, the non-food products that we offer to clients are:
 - Table Setting Rentals - Centerpieces, charger plates (various designs to select), dinner plates, flatware (silver or gold), cake plates and flatware, glassware, guest tables, guest chairs (various designs to select), linens and napkins (various materials and colors to select from).
 - Servers
 - Bartenders
 - Bar-Packages

Question #5 - Attach a copy of your most recent catering menu.

- **Answer** - The following was a customized catering menu created for a Quinceañera:
 - **Four (4) Hors D'oeuvres**
 - Stuffed Garlic Rolls
 - Chicken Wings
 - Dominican Empanadas
 - Mini Cuban Sandwiches
 - Charcuterie Display
 - **Buffet Style Dinner**
 - Pernil al Horno
 - Carne Asada
 - Rice and Pigeon Peas
 - Fettuccine Alfredo
 - Sweet Plantains
 - Homemade Garlic Rolls
 - **Mini Dessert Station**
 - Macaroons
 - Napoleons
 - Mini Cheesecakes
 - Tiramisu Shooters
 - Chocolate Eclairs


PROMENADE
ON THE RIVER
BY ROLLATINI CATERING

Contract

Four (4) Hors D'oeuvres - Passed by Servers

- Stuffed Garlic Rolls
- Chicken Wings
- Dominican Empanadas
- Mini Cuban Sandwiches
- Charcuterie Display

Buffet Style Dinner (display located on both floors)

- Pernil al Horno
- Carne Asada
- Rice and Pigeon Peas
- Fettuccine Alfredo
- Sweet Plantains
- Homemade Garlic Rolls

Mini Dessert Station (display located on both floors)

- Macaroons
- Napoleons
- Mini Cheesecakes
- Tiramisu Shooters
- Chocolate Eclairs

I read, understand, and agree to the section III terms above. (Initial Here)

Section IV - Allergies and Special Requests

1. Are there any food allergies that Promenade on the River must be made aware of?

No

Yes, Sea food

Revised: 10/27/25

2240 SE Veterans Memorial Parkway, Port Saint Lucie, FL 34952
www.promenadeontheriverllc.com | (561) 351-1383

Tab 4 - Catering and Concession Operations (Cont.)

Question #6 - Provide a sample catering agreement used for your clients. Redact sensitive information if necessary.

- **Answer** - See Pages 21-30.

Question #7 - Identify what you consider to be the top elements of a successful catering event (e.g., staffing, timing, communication, etc.).

- **Answer** - The top elements of a successful catering event are communication, teamwork, an understanding and commitment to the client's vision, timing, and attention to detail.

Question #8 - Report the number of catered events & the number of concession events serviced in your last full fiscal year.

- **Answer** - 93

Question #9 - Provide a sample client invoice showing typical food and beverage pricing, taxes, and any applicable service charges.

- **Answer** - See page 27; However, it's important to note the following: We are equally as accommodating with our document formats as we are with our services. Meaning, although the invoice you'll see on page 27 is standard (the price per person includes the 7% state tax and a 22% catering service fee), sometimes clients prefer to see the invoice itemized. In these instances, we create line items for each charge (package, state tax, catering service fee). Other times, clients want to book with us but are undecided on ALL of the services in their all-inclusive package. In these instances, we create line items for each service separately in order to emphasize the client's decision making and our transparency.



Catering Contract - Chef Victor Events

Section 1 – Client Information

Client Name:

Client Email and Phone Number:

Type of Event:

Number of Guests:

Event Address:

Event Date:

Event Timeline:

I read and confirm the accuracy of the details listed in Section I _____ (Initial)

Section II – Required Down Payment

To reserve Chef Victor Events' catering services for an event date and time, Chef Victor Events must receive this signed contract and a nonrefundable down payment of **\$2,000.00** from the client. The following payment methods are accepted:

- Zelle Transfers to: NV&VD, LLC at (718) 809-2941
 - **Note:** If the amount you are trying to transfer is greater than your daily Zelle limit, you may send your payment across multiple days until your intended balance is paid.
- Checks Issued to: NV&VD, LLC
 - **Note:** Your check may be dropped off in-person *or* mailed to the following address:
 - 2240 SE Veterans Memorial Parkway, Port St. Lucie, FL 34952
- Card Authorization Form (Located in section X)
 - **Note:** There is a 3% processing fee for this method.

I read, understand, and agree to the terms in Section II _____ (Initial)

Last Updated: 11/20/25

**Chef Victor | 21
Events**



Catering Contract - Chef Victor Events

Section III – Table Setting Selections

Based on the client's All-Inclusive Catering Package, Chef Victor Events will provide and set up the following:

- Polyester Linens (client may select any color)
 - Client's Selection: _____
- Polyester Napkins (client may select any color)
 - Client's Selection: _____
- Bone White China Dinner Plates
- Charger Plates (client will be provided various styles to select from)
 - Client's Selection: _____
- Flatware (Silver or Gold)
 - Client's Selection: _____
- Water Glasses
- Cake Plates and Utensils

I read, understand, and agree to the terms in Section III _____ (Initial)

Section IV – Catering Menu

The client has selected the Tuscany Experience Package. This menu will be served in the following style:

- Buffet Style – Servers will serve guests from behind the buffet and the client's menu will be displayed in elegant, stainless-steel, mirror-finish chafing dishes.
- Plated Style – Servers will serve each guest their plated dinner in an elegant white glove service. This serving style requires the client to provide each guest's entrée selection to the Chef Victor Events management team no later than two (2) weeks prior to the event date.
Note: Plated style service must be approved by Chef Victor upon site inspection. Plated style service is an additional \$13.95 per guest.

Last Updated: 11/20/25

**Chef Victor | 22
Events**



Catering Contract - Chef Victor Events

Three (3) Hors D'oeuvres – *Passed by Servers in a White Glove Service*

- To be selected
- To be selected
- To be selected
- Fruit and Cheese Display

Two (2) Entrees – *Buffet Style*

- To be selected
- To be selected

Side Dishes – *Buffet Style*

- To be selected (Salad)
- To be selected (Vegetable)
- To be selected (Starch)
- Homemade Garlic Rolls or Homemade Plain Rolls w/ Butter on the Side

Vendor Meals

Chef Victor Events must receive the final count of vendor meals requested by the client no later than two (2) weeks prior to the event date. Vendor meals are 50% off.

- Client's Final Vendor Count: _____

I read, understand, and agree to the terms in Section IV _____ (Initial)

Last Updated: 11/20/25

**Chef Victor | 23
Events**



Catering Contract - Chef Victor Events

Section V – Allergies, Dietary Restrictions, and Special Requests

1. Are there any food allergies/food restrictions that the catering team must be made aware of?
 - No
 - Yes, _____

2. Does the client have any special requests?
 - No
 - Yes, _____

I read and confirm the accuracy of the details listed in Section V _____ (Initial)

Section VI – Drink Menu – 4 Hours of Service – **Add-On Service**

Memorable Services

- One (1) signature drink
 - Client's Selection: _____
- One (1) Champagne toast

Well Brand Liquor Menu [\(all included\)](#)

- Vodka
- Rum
- Gin
- Tequila
- Whiskey

Last Updated: 11/20/25

**Chef Victor | 24
Events**



Catering Contract - Chef Victor Events

Wine Menu (select two)

- Cabernet Sauvignon
- Merlot
- Pinot Noir
- White Zinfandel
- Moscato
- Sauvignon Blanc
- Pinot Grigio
- Chardonnay

Beer Menu (select two)

- Budweiser
- Bud Light
- Coors Light
- Yuengling Lager
- Michelob Ultra
- Corona
- Heineken
- Stella Artois

Soft Drink Menu

- Coke
- Diet Coke
- Sprite
- Water

Complete Bar Set Up Includes

- Disposable tumblers
- Cocktail Napkins
- Stirrers
- Mixers – Lime juice, grenadine, triple sec, orange juice, cranberry, tonic water, seltzer water
- Garnishments – Lemons and Limes
- Ice

I read, understand, and agree to the terms in Section VI _____ (Initial)

Last Updated: 11/20/25

**Chef Victor | 25
Events**



Catering Contract - Chef Victor Events

Section VII – Services Included

Servers and Bartenders

Chef Victor Events will provide a strong team of servers and bartenders. All servers and bartenders employed by Chef Victor Events have acquired a minimum of two (2) years of experience, and they present themselves in a strict dress code that represents the professionalism of Chef Victor Events and the elegance of the client's event. Both servers and bartenders will provide up to six (6) hours of service (this includes set up and breakdown service). To provide each guest the quality service they deserve, Chef Victor Events assigns one (1) server per 20 guests. This is how the number of servers needed for an event is calculated except for a plated style dinner, where one additional server is needed. In some cases, the client's event may require less staff to be scheduled. This is contingent upon the uniqueness of the client's event. In most cases, the servers' duties are as follows:

- Set up all the client's table setting selections as listed in section III.
- Fill and refill all guests' water glasses.
- Greet each guest arriving to the client's event.
- Pass the hors d'oeuvres or supervise the hors d'oeuvres station (whichever applicable).
- Serve the buffet or plated dinner (whichever applicable).
- Tidy up all guest tables periodically throughout the event.
- Pick up garbage or spilled drinks.
- Be available for all guests and grant their requests (all within reason).

No Hidden Fees

Chef Victor Events has carefully curated the client's package price per person to include the 7% state tax, the 22% catering service fee, and delivery costs. The catering service fee covers all the behind-the-scenes work needed for the magic to happen. This includes menu preparation, transportation, set up services, breakdown services, and clean up services for the client's event. The Chef Victor Events team works hard to create a sense of cohesion and abundance for every celebration.

I read, understand, and agree to the terms in Section VII _____ (Initial)

Last Updated: 11/20/25

**Chef Victor | 26
Events**



Catering Contract - Chef Victor Events

Section VIII - Invoice

The Tuscany Experience (\$75.00 per person x 75 guests).....	\$5,625.00
<i>Add-On</i> – The Well-Brand All-Inclusive Drink Package (\$29.00 per person x 75 guests).....	\$2,175.00
Total	\$7,800.00
Nonrefundable Down Payment	(-) \$2,000.00
Remaining Balance (Due by 4 Weeks Prior to the Event Date)	\$5,800.00

Note: Gratuity is not included (or mandatory) but greatly appreciated by our staff.

Note: The state tax and catering service fee are included in the price per person.

Note: All final menu selections, guest count, and remaining balance are due one (1) month prior the client’s event date. No terms are implied or granted, and no work will be allowed to commence until full payment is received. The following payment methods are accepted:

- Zelle Transfers to: NV&VD, LLC at (718) 809-2941
 - **Note:** If the amount you are trying to transfer is greater than your daily Zelle limit, you may send your payment across multiple days until your intended balance is paid.
- Checks Issued to: NV&VD, LLC
 - **Note:** Your check may be dropped off in-person or mailed to the following address:
 - 2240 SE Veterans Memorial Parkway, Port St. Lucie, FL 34952
- Card Authorization Form (Located in section X)
 - **Note:** There is a 3% processing fee for this method.

I read, understand, and agree to the terms in Section VIII _____ (Initial)

Last Updated: 11/20/25

**Chef Victor | 27
Events**



Catering Contract - Chef Victor Events

Section IX – Cancellations, Rescheduling, and Last-Minute Guest Count Changes

- Chef Victor Events will not issue any refunds after payment has been made in full.
- Chef Victor Events acknowledges unexpected events such as global pandemic related emergencies, extreme weather emergencies, acts of God, and extreme family circumstances that are out of the client's control. Therefore, reserved events can be rescheduled up to 365 days after the original event date with an additional 20% retainer of the client's initial total balance.
- The number of guests may increase after the final payment is made; however, the client must inform Chef Victor Events as soon as possible so proper arrangements can be made. An updated invoice will be sent to the client to be paid at least 48 hours prior to the start of the client's event.
- To execute (and maintain) a highly professional, well-managed operation for every client event, Chef Victor Events begins preparing for events fourteen days prior to the event date. This means staff are scheduled, inventory orders are placed, and services are arranged. Therefore, final balances will NOT be adjusted for a decrease in guests fourteen days or less prior to the event date.

I read, understand, and agree to the terms in Section IX _____ (Initial)



Catering Contract - Chef Victor Events

Section X – Card Authorization Form (if applicable)

Name on Debit/Credit Card: _____

Billing Address: _____

Phone Number: _____

Card Type: _____ Mastercard _____ Visa _____ American Express _____ Discover Card

Debit/Credit Card Number: _____

Expiration Date: _____ Security Code: _____

Cardholder Signature: _____

Date: _____

I, _____, authorize a charge on my debit/credit card for the nonrefundable down payment amount of _____ to NV&VD,LLC on (Date): _____.

I, _____, authorize a charge on my debit/credit card for the remaining balance amount of _____ to NV&VD,LLC on (Date): _____.

Note: Every card transaction will be subject to a 3% processing fee.

Last Updated: 11/20/25

**Chef Victor | 29
Events**



Catering Contract - Chef Victor Events

Section XI – Client Agreement

I acknowledge that I have read and understood the entirety of this catering contract as provided by Chef Victor Events. By signing below, I agree to all the listed terms in this contract.

Today's Date

Print Name (Client)

Signature(Client)

Chef Victor Duarte
Executive Chef/Owner
Chef Victor Events (NV&VD, LLC)

Last Updated: 11/20/25

**Chef Victor | 30
Events**

Tab 4 - Catering and Concession Operations (Cont.)

Question #10 - Describe your billing approach, including tools or systems used to streamline invoicing.

- **Answer** - The first payment that we would receive from a client is their down payment. All remaining balances are due four (4) weeks prior to the client's event. Sometimes clients send small increments of their remaining balance between the day they sign their catering contract until their remaining balance due date. Other times, clients wait until their final due date and submit one final payment. Currently, we accept the following payment methods:
 - Zelle Transfers to: NV&VD, LLC at (718) 809-2941
 - Note: If the amount the client is attempting to transfer is greater than their daily Zelle limit, they may send their payment across multiple days until their intended balance is paid.
 - Checks Issued to: NV&VD, LLC at (718) 809-2941
 - Note: Their check may be dropped off in-person or mailed to the following address: 2240 SE Veterans Memorial Parkway, Port St. Lucie, FL 34952.
 - Note: The check must be received by the client's due date.
 - Card Authorization Form (Located within the catering contract)
 - Note: There is a 3% processing fee for this method.
- For all Zelle Transfers - Our bookkeeper has access to the company bank account and is notified when a Zelle Transfer is received. The bookkeeper then notifies the Director of Events that a client has sent payment for a specific amount. The Director of Events will then email the client an acknowledgment of the payment received along with a revised invoice.
- For all Checks Issued - If a client wishes to drop off their check in-person, the Director of Events will provide the client with a date and time to drop off the check. The check will always be received by Executive Chef Victor or our bookkeeper. If the client wishes to mail the check, the Director of Events will ensure that the client has the correct address. The mail is only checked by Executive Chef Victor or our bookkeeper.
- For Card Authorization Forms - These payments are only processed by the Director of Events, Executive Chef Victor, or the Bookkeeper. We process these payments through our Clover POS system.

Tab 4 - Catering and Concession Operations (Cont.)

Question #11 - Explain how your strategy supports client satisfaction, repeat business, and billing accuracy.

- **Answer** - Our strategy supports client satisfaction, repeat business, and billing accuracy through a structured, highly communicative approach that is embedded into every role within our company. As a family-owned and operated business, our leadership team (Executive Chef Victor, Director of Events, and Bookkeeper) works closely together and remains deeply involved in each event. This creates a culture of accountability, attention to detail, and a shared commitment to exceeding client expectations. We maintain clear communication channels both internally and with our clients, ensuring that every detail is confirmed, documented, and revised (if necessary). Each area of our company is required to maintain ongoing communication with the others so that information flows seamlessly throughout the planning and execution process. At the same time, we have a structured system of checks and balances so that if a communication point is ever missed, there are additional touchpoints and oversight roles that catch discrepancies early. Multiple team members review client orders, event summaries, and billing details before they are finalized, ensuring both accuracy and consistency. This combination of transparent communication, defined processes, and layered oversight allows us to deliver a smooth client experience, foster long-term relationships built on trust, and maintain precise and dependable billing. Our clients benefit from a team that is not only highly coordinated, but also genuinely invested in the success of every event we produce.

END OF PROPOSAL DOCUMENT



CONSULTANT'S GENERAL INFORMATION WORK SHEET

1. Corporation, Partnership, Joint Venture, Individual or other? Limited Liability Company

2. Firm's name and main office address, telephone and fax numbers

Name: NV & VD, LLC

Address: 2240 SE Veterans Memorial Parkway, Port Saint Lucie, FL 34952

Telephone Number: (561) 351-1383

Fax Number: N/A

3. Contact person: Michelle Duarte Email: Rollatini1@gmail.com

4. Firm's previous names (if any). Rollatini Italian Restaurant

5. How many years has your organization been in business? 18 Years

6. Is the firm claiming Local Preference under City Ordinance 35.12? YES / NO

7. Has the Proposer or any principals of the applicant organization failed to qualify as a responsible Proposer; refused to enter into a contract after an award has been made; failed to complete a contract during the past five (5) years or been declared to be in default in any contract or been assessed liquidated damages in the last five (5) years? List the name of project, location, client, engineer, date and reason. Use additional pages if needed.

Total Number of Projects where Failure to Complete Work Occurred: None

Project Number: N/A

Project Name: N/A

Project Location: N/A

Client Name and Phone Number: N/A

Engineer Name and Phone Number: N/A

Date: **N/A**

Reason: **N/A**

Insert additional projects if needed.

8. Has the Contractor or any of its principals ever been declared bankrupt or reorganized under Chapter 11 or put into receivership?

Yes () **No (X)**

If yes, please explain:

9. List any lawsuits pending or completed within the past five (5) years involving the corporation, partnership or individuals with more than ten percent (10 %) interest: **N/A**

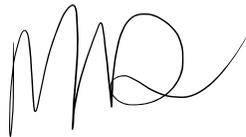
(N/A is not an acceptable answer - insert lines if needed)

10. List any judgments from lawsuits in the last five (5) years: **N/A**

(N/A is not an acceptable answer - insert lines if needed)

11. List any criminal violations and/or convictions of the Proposer and/or any of its principals: **N/A**

(N/A is not an acceptable answer - insert lines if needed)



Michelle A. Duarte

Signature

Director

Title



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.
3. The Contractor hereby represents that it is in compliance with the requirements of Sections 448.09 and 448.095, Florida Statutes. The Contractor further represents that it will remain in compliance with the requirements of Sections 448.09 and 448.095 Florida Statutes, during the term of this contract and all attributed renewals.
4. The Contractor hereby warrants that it has not had a contract terminated by a public employer for violating Section 448.095, Florida Statutes, within the year preceding the effective date of this contract. If the Contractor has a contract terminated by a public employer for any such violation during the term of this contract, it must provide immediate notice thereof to the City.

E-Verify Company Identification Number 20-8442086

Date of Authorization December 1, 2025

Name of Contractor NV & VD, LLC

Name of Project Catering Service Proposal for MIDFLORIDA Event Center by NV & VD, LLC

Solicitation Number (If Applicable) Project # 20250193

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

Executed on December, 1st, 20 25 in Port Saint Lucie (city), Florida (state).

Michelle Alejandra Duarte

Signature of Authorized Officer

Michelle Alejandra Duarte Director of Events

Printed Name and Title of Authorized Officer or Agent

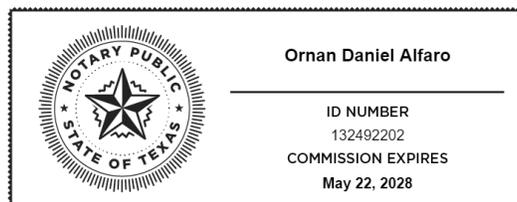
SUBSCRIBED AND SWORN BEFORE ME

ON THIS THE 1st DAY OF December, 20 25.

NOTARY PUBLIC Ornan D Alfaro
Notary Public, State of Texas, Harris County

My Commission Expires: 05/22/2028

Electronically signed and notarized online using the Proof platform.





NON-COLLUSION AFFIDAVIT

State of Texas }

County of Harris }

 Michelle Alejandra Duarte , being first duly sworn, disposes and says that:
(Name/s)

1. They are Director of Events of NV & VD, LLC 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) Michelle Alejandra Duarte

(Title) Director of Events

^{ODA Texas}
STATE OF ~~FLORIDA~~ }
COUNTY OF ~~ST. LUCIE~~ } SS:
^{ODA Harris}

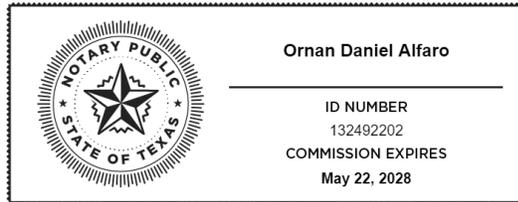
The foregoing instrument was acknowledged before me this (Date) 12/01/2025

by: Michelle Alejandra Duarte who is personally known to me or who has produced
DRIVER LICENSE as identification and who did (did not) take an oath.

Commission No. 132492202

Notary Print: Ornan Daniel Alfaro

Notary Signature: Ornan D Alfaro



Electronically signed and notarized online using the Proof platform.



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.

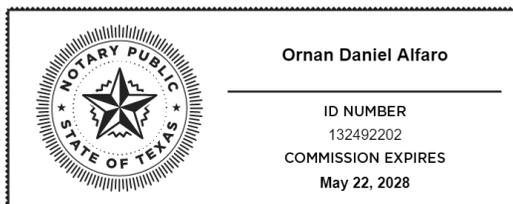
Complete the following and upload this document and the Google Maps print out to the required sourcing platform:

Business Name: NV & VD, LLC	
Current Local Address: 2240 SE Veterans Memorial Parkway Port Saint Lucie, FL 34952	Phone: (561)351-1383
Length of time at this address: 4 years	Fax: N/A
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. <p style="text-align: center;">N/A</p>	
Length of time at this address: N/A	
Home Office Address: 7125 Lake Worth Rd, Lake Worth, FL 33467	Phone: (561)721-0089
Length of time at this address: 18 years	Fax: N/A

(Signed) Michelle Alejandra Duarte

(Title) Director of Events

STATE OF ~~FLORIDA~~ ^{ODA} Texas }
COUNTY OF ~~ST. LUCIE~~ ^{ODA} SS: Harris



The foregoing instrument was acknowledged before me this (Date) 12/01/2025

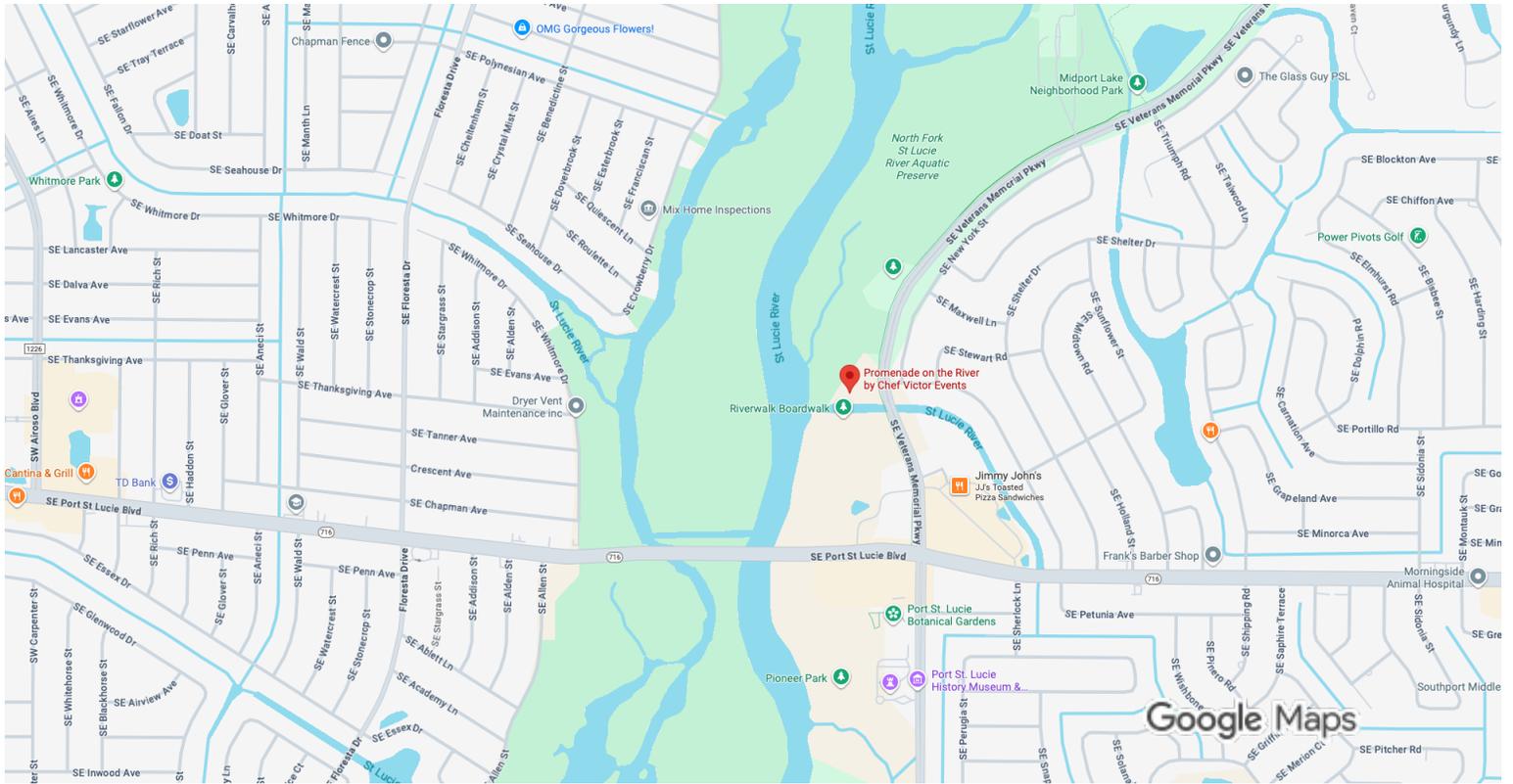
by: Michelle Alejandra Duarte who is personally known to me or who has produced

DRIVER LICENSE as identification and who did (did not) take an oath.

Ornan Daniel Alfaro Ornan D Alfaro Commission No. 132492202

Notary (print & sign name)

Electronically signed and notarized online using the Proof platform.



Map data ©2025 Google 500 ft



Promenade on the River by Chef Victor Events

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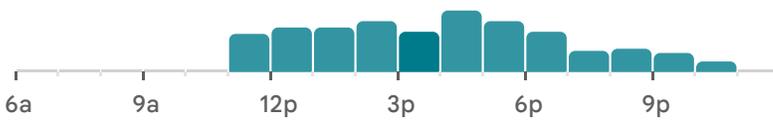


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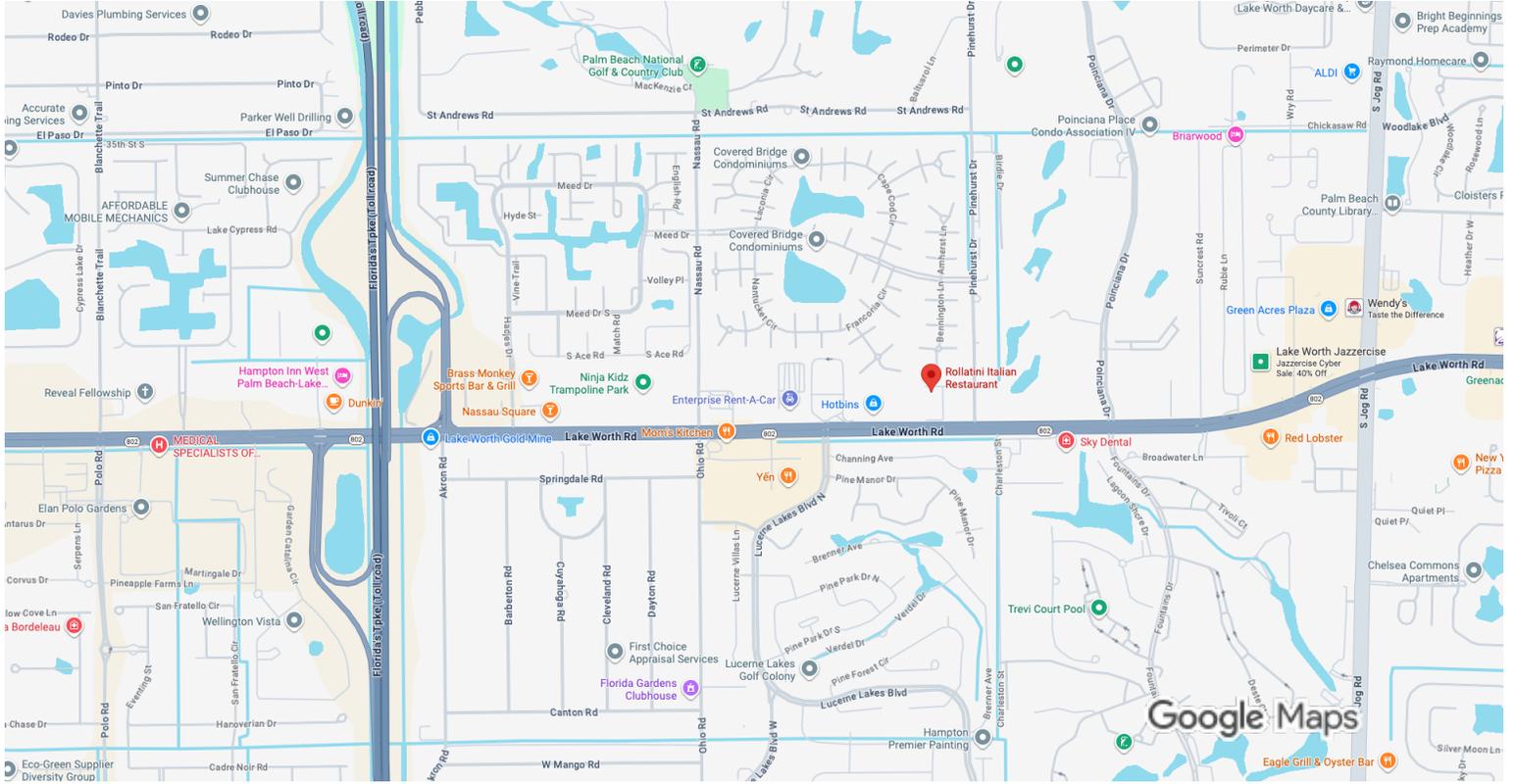
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Located in: Worth Plaza



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\$20–30 per person
Reported by 149 people ▾



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rollatiniitalian.com



rollatinirestaurant.com



(561) 721-0089



JR9R+CG Greenacres, Florida



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Popular times Mondays ▾

LIVE Less busy than usual



By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting*, later, for further information.

Note: If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien;
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States;
- An estate (other than a foreign estate); or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.

In the cases below, the following person must give Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States.

- In the case of a disregarded entity with a U.S. owner, the U.S. owner of the disregarded entity and not the entity;
- In the case of a grantor trust with a U.S. grantor or other U.S. owner, generally, the U.S. grantor or other U.S. owner of the grantor trust and not the trust; and
- In the case of a U.S. trust (other than a grantor trust), the U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

Foreign person. If you are a foreign person or the U.S. branch of a foreign bank that has elected to be treated as a U.S. person, do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (see Pub. 515, *Withholding of Tax on Nonresident Aliens and Foreign Entities*).

Nonresident alien who becomes a resident alien. Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items.

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity, give the requester the appropriate completed Form W-8 or Form 8233.

Backup Withholding

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS 24% of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, payments made in settlement of payment card and third party network transactions, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see the instructions for Part II for details),
3. The IRS tells the requester that you furnished an incorrect TIN,
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or
5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See *Exempt payee code*, later, and the separate Instructions for the Requester of Form W-9 for more information.

Also see *Special rules for partnerships*, earlier.

What is FATCA Reporting?

The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all United States account holders that are specified United States persons. Certain payees are exempt from FATCA reporting. See *Exemption from FATCA reporting code*, later, and the Instructions for the Requester of Form W-9 for more information.

Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you no longer are tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account; for example, if the grantor of a grantor trust dies.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Line 1

You must enter one of the following on this line; **do not** leave this line blank. The name should match the name on your tax return.

If this Form W-9 is for a joint account (other than an account maintained by a foreign financial institution (FFI)), list first, and then circle, the name of the person or entity whose number you entered in Part I of Form W-9. If you are providing Form W-9 to an FFI to document a joint account, each holder of the account that is a U.S. person must provide a Form W-9.

a. **Individual.** Generally, enter the name shown on your tax return. If you have changed your last name without informing the Social Security Administration (SSA) of the name change, enter your first name, the last name as shown on your social security card, and your new last name.

Note: ITIN applicant: Enter your individual name as it was entered on your Form W-7 application, line 1a. This should also be the same as the name you entered on the Form 1040/1040A/1040EZ you filed with your application.

b. **Sole proprietor or single-member LLC.** Enter your individual name as shown on your 1040/1040A/1040EZ on line 1. You may enter your business, trade, or “doing business as” (DBA) name on line 2.

c. **Partnership, LLC that is not a single-member LLC, C corporation, or S corporation.** Enter the entity’s name as shown on the entity’s tax return on line 1 and any business, trade, or DBA name on line 2.

d. **Other entities.** Enter your name as shown on required U.S. federal tax documents on line 1. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on line 2.

e. **Disregarded entity.** For U.S. federal tax purposes, an entity that is disregarded as an entity separate from its owner is treated as a “disregarded entity.” See Regulations section 301.7701-2(c)(2)(iii). Enter the owner’s name on line 1. The name of the entity entered on line 1 should never be a disregarded entity. The name on line 1 should be the name shown on the income tax return on which the income should be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a single owner that is a U.S. person, the U.S. owner’s name is required to be provided on line 1. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity’s name on line 2, “Business name/disregarded entity name.” If the owner of the disregarded entity is a foreign person, the owner must complete an appropriate Form W-8 instead of a Form W-9. This is the case even if the foreign person has a U.S. TIN.

Line 2

If you have a business name, trade name, DBA name, or disregarded entity name, you may enter it on line 2.

Line 3

Check the appropriate box on line 3 for the U.S. federal tax classification of the person whose name is entered on line 1. Check only one box on line 3.

IF the entity/person on line 1 is a(n) . . .	THEN check the box for . . .
• Corporation	Corporation
• Individual • Sole proprietorship, or • Single-member limited liability company (LLC) owned by an individual and disregarded for U.S. federal tax purposes.	Individual/sole proprietor or single-member LLC
• LLC treated as a partnership for U.S. federal tax purposes, • LLC that has filed Form 8832 or 2553 to be taxed as a corporation, or • LLC that is disregarded as an entity separate from its owner but the owner is another LLC that is not disregarded for U.S. federal tax purposes.	Limited liability company and enter the appropriate tax classification. (P= Partnership; C= C corporation; or S= S corporation)
• Partnership	Partnership
• Trust/estate	Trust/estate

Line 4, Exemptions

If you are exempt from backup withholding and/or FATCA reporting, enter in the appropriate space on line 4 any code(s) that may apply to you.

Exempt payee code.

- Generally, individuals (including sole proprietors) are not exempt from backup withholding.
- Except as provided below, corporations are exempt from backup withholding for certain payments, including interest and dividends.
- Corporations are not exempt from backup withholding for payments made in settlement of payment card or third party network transactions.
- Corporations are not exempt from backup withholding with respect to attorneys’ fees or gross proceeds paid to attorneys, and corporations that provide medical or health care services are not exempt with respect to payments reportable on Form 1099-MISC.

The following codes identify payees that are exempt from backup withholding. Enter the appropriate code in the space in line 4.

- 1—An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2)
- 2—The United States or any of its agencies or instrumentalities
- 3—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities
- 4—A foreign government or any of its political subdivisions, agencies, or instrumentalities
- 5—A corporation
- 6—A dealer in securities or commodities required to register in the United States, the District of Columbia, or a U.S. commonwealth or possession
- 7—A futures commission merchant registered with the Commodity Futures Trading Commission
- 8—A real estate investment trust
- 9—An entity registered at all times during the tax year under the Investment Company Act of 1940
- 10—A common trust fund operated by a bank under section 584(a)
- 11—A financial institution
- 12—A middleman known in the investment community as a nominee or custodian
- 13—A trust exempt from tax under section 664 or described in section 4947

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 13.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt payees except for 7
Broker transactions	Exempt payees 1 through 4 and 6 through 11 and all C corporations. S corporations must not enter an exempt payee code because they are exempt only for sales of noncovered securities acquired prior to 2012.
Barter exchange transactions and patronage dividends	Exempt payees 1 through 4
Payments over \$600 required to be reported and direct sales over \$5,000 ¹	Generally, exempt payees 1 through 5 ²
Payments made in settlement of payment card or third party network transactions	Exempt payees 1 through 4

¹ See Form 1099-MISC, Miscellaneous Income, and its instructions.

² However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney reportable under section 6045(f), and payments for services paid by a federal executive agency.

Exemption from FATCA reporting code. The following codes identify payees that are exempt from reporting under FATCA. These codes apply to persons submitting this form for accounts maintained outside of the United States by certain foreign financial institutions. Therefore, if you are only submitting this form for an account you hold in the United States, you may leave this field blank. Consult with the person requesting this form if you are uncertain if the financial institution is subject to these requirements. A requester may indicate that a code is not required by providing you with a Form W-9 with "Not Applicable" (or any similar indication) written or printed on the line for a FATCA exemption code.

A—An organization exempt from tax under section 501(a) or any individual retirement plan as defined in section 7701(a)(37)

B—The United States or any of its agencies or instrumentalities

C—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities

D—A corporation the stock of which is regularly traded on one or more established securities markets, as described in Regulations section 1.1472-1(c)(1)(i)

E—A corporation that is a member of the same expanded affiliated group as a corporation described in Regulations section 1.1472-1(c)(1)(i)

F—A dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any state

G—A real estate investment trust

H—A regulated investment company as defined in section 851 or an entity registered at all times during the tax year under the Investment Company Act of 1940

I—A common trust fund as defined in section 584(a)

J—A bank as defined in section 581

K—A broker

L—A trust exempt from tax under section 664 or described in section 4947(a)(1)

M—A tax exempt trust under a section 403(b) plan or section 457(g) plan

Note: You may wish to consult with the financial institution requesting this form to determine whether the FATCA code and/or exempt payee code should be completed.

Line 5

Enter your address (number, street, and apartment or suite number). This is where the requester of this Form W-9 will mail your information returns. If this address differs from the one the requester already has on file, write NEW at the top. If a new address is provided, there is still a chance the old address will be used until the payor changes your address in their records.

Line 6

Enter your city, state, and ZIP code.

Part I. Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN.

If you are a single-member LLC that is disregarded as an entity separate from its owner, enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

Note: See *What Name and Number To Give the Requester*, later, for further clarification of name and TIN combinations.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local SSA office or get this form online at www.SSA.gov. You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at www.irs.gov/Businesses and clicking on Employer Identification Number (EIN) under Starting a Business. Go to www.irs.gov/Forms to view, download, or print Form W-7 and/or Form SS-4. Or, you can go to www.irs.gov/OrderForms to place an order and have Form W-7 and/or SS-4 mailed to you within 10 business days.

If you are asked to complete Form W-9 but do not have a TIN, apply for a TIN and write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

Note: Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

Caution: A disregarded U.S. entity that has a foreign owner must use the appropriate Form W-8.

Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if item 1, 4, or 5 below indicates otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on line 1 must sign. Exempt payees, see *Exempt payee code*, earlier.

Signature requirements. Complete the certification as indicated in items 1 through 5 below.

1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983.

You must give your correct TIN, but you do not have to sign the certification.

2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983.

You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

3. Real estate transactions.

You must sign the certification. You may cross out item 2 of the certification.

4. Other payments. You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments made in settlement of payment card and third party network transactions, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), ABLE accounts (under section 529A), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions. You must give your correct TIN, but you do not have to sign the certification.

What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account) other than an account maintained by an FFI	The actual owner of the account or, if combined funds, the first individual on the account ¹
3. Two or more U.S. persons (joint account maintained by an FFI)	Each holder of the account
4. Custodial account of a minor (Uniform Gift to Minors Act)	The minor ²
5. a. The usual revocable savings trust (grantor is also trustee)	The grantor-trustee ¹
b. So-called trust account that is not a legal or valid trust under state law	The actual owner ¹
6. Sole proprietorship or disregarded entity owned by an individual	The owner ³
7. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulations section 1.671-4(b)(2)(i)(A))	The grantor*
For this type of account:	Give name and EIN of:
8. Disregarded entity not owned by an individual	The owner
9. A valid trust, estate, or pension trust	Legal entity ⁴
10. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
11. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
12. Partnership or multi-member LLC	The partnership
13. A broker or registered nominee	The broker or nominee

For this type of account:	Give name and EIN of:
14. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
15. Grantor trust filing under the Form 1041 Filing Method or the Optional Form 1099 Filing Method 2 (see Regulations section 1.671-4(b)(2)(i)(B))	The trust

¹ List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

² Circle the minor's name and furnish the minor's SSN.

³ You must show your individual name and you may also enter your business or DBA name on the "Business name/disregarded entity" name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

⁴ List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules for partnerships*, earlier.

*Note: The grantor also must provide a Form W-9 to trustee of trust.

Note: If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

Secure Your Tax Records From Identity Theft

Identity theft occurs when someone uses your personal information such as your name, SSN, or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity or credit report, contact the IRS Identity Theft Hotline at 1-800-908-4490 or submit Form 14039.

For more information, see Pub. 5027, Identity Theft Information for Taxpayers.

Victims of identity theft who are experiencing economic harm or a systemic problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

Protect yourself from suspicious emails or phishing schemes.

Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to phishing@irs.gov. You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration (TIGTA) at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at spam@uce.gov or report them at www.ftc.gov/complaint. You can contact the FTC at www.ftc.gov/idtheft or 877-IDTHEFT (877-438-4338). If you have been the victim of identity theft, see www.IdentityTheft.gov and Pub. 5027.

Visit www.irs.gov/IdentityTheft to learn more about identity theft and how to reduce your risk.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their laws. The information also may be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payers must generally withhold a percentage of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to the payer. Certain penalties may also apply for providing false or fraudulent information.



Ron DeSantis, Governor

Melanie S. Griffin, Secretary

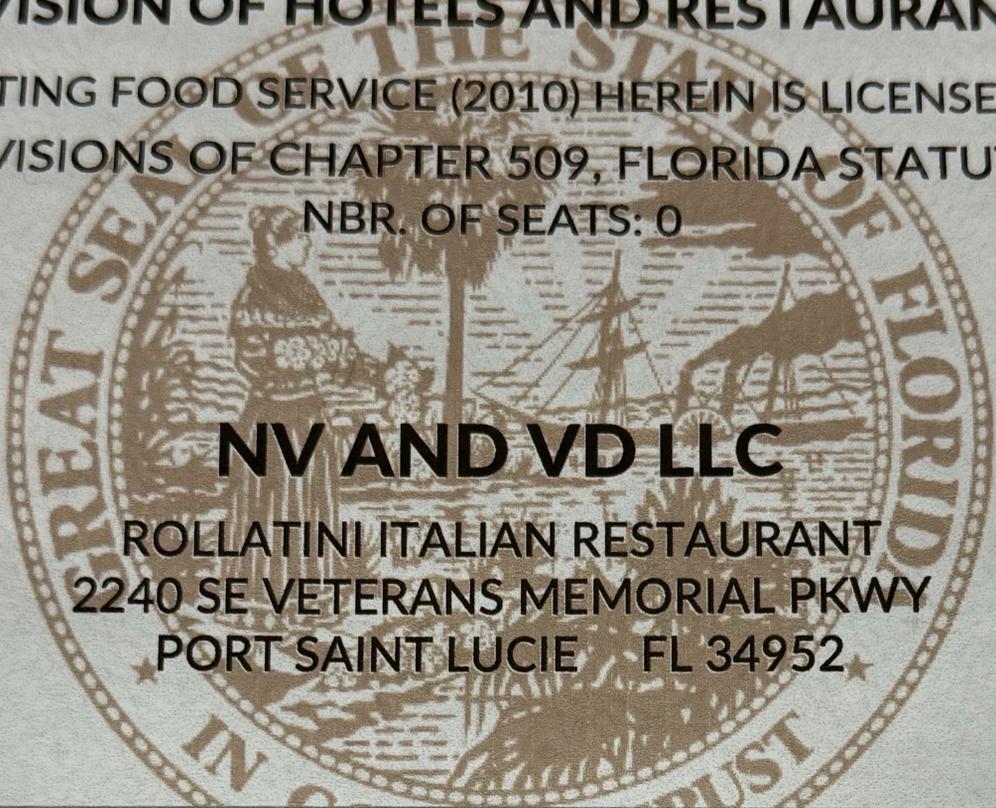


STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION

DIVISION OF HOTELS AND RESTAURANTS

THE NON-SEATING FOOD SERVICE (2010) HEREIN IS LICENSED UNDER THE
PROVISIONS OF CHAPTER 509, FLORIDA STATUTES

NBR. OF SEATS: 0



NV AND VD LLC

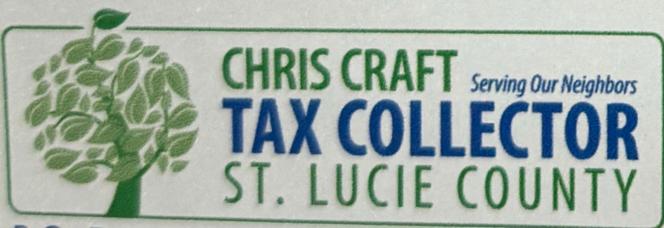
ROLLATINI ITALIAN RESTAURANT
2240 SE VETERANS MEMORIAL PKWY
PORT SAINT LUCIE FL 34952

LICENSE NUMBER: NOS6603094

EXPIRATION DATE: APRIL 1, 2026

Always verify licenses online at MyFloridaLicense.com

ISSUED: 03/05/2025



2025 - 2026

St. Lucie County Local Business Tax Receipt

P.O. Box 308, Fort Pierce, FL 34954
tcslc.com

Facilities or machines #	Rooms #	Seats #	Employees #4	Receipt #101934
Type of business 7299 MISC/PUBLIC SERVICE (CATERING HALL)				Expires SEPTEMBER

DBA name

Business: PROMENADE ON THE RIVER LLC

Mailing address: PROMENADE ON THE RIVER LLC
2240 SE VETERANS MEM PKWY
PORT ST LUCIE, FL 34952

Business location: 2240 SE VETERANS MEM PKWY
PORT ST LUCIE, FL 34952

GOOD FOR THIS LOCATION ONLY

RENEWAL

Original tax: \$15.10 City of Pt St Lucie

Penalty:

L14000182819

Collection cost:

Total:

\$15.10

Paid 08/14/2025 15.10

0025-20250814-056482

Business Owner

Business Address

Law requires this Local Business Tax Receipt

LICENSE NUMBER: NOS6603094

EXPIRATION DATE: APRIL 1, 2026

Always verify licenses online at MyFloridaLicense.com

ISSUED: 03/05/2025



2025 - 2026

St. Lucie County Local Business Tax Receipt

P.O. Box 308, Fort Pierce, FL 34954
tcslc.com

Facilities or machines # Rooms # Seats # Employees #4 Receipt #1019346
Type of business 7299 MISC/PUBLIC SERVICE (CATERING HALL) Expires SEPTEMBER 30, 2026

DBA name

Business: PROMENADE ON THE RIVER LLC

Mailing address: PROMENADE ON THE RIVER LLC
2240 SE VETERANS MEM PKWY
PORT ST LUCIE, FL 34952

Business location: 2240 SE VETERANS MEM PKWY
PORT ST LUCIE, FL 34952

GOOD FOR THIS LOCATION ONLY

RENEWAL

City of Pt St Lucie

Original tax: \$15.10

L14000182819

Penalty:

Collection cost:

Total: \$15.10

Paid 08/14/2025 15.10

0025-20250814-056482

Law requires this Local Business Tax Receipt to be displayed conspicuously at the place of business in such a manner that it can be open to the taxpayer shall

expire on
subject to a
led until paid,



2025 - 2026

St. Lucie County Local Business Tax Receipt

P.O. Box 308, Fort Pierce, FL 34954

Facilities or machines #

Rooms #

Seats #

Employees #4

Receipt #1019346

Expires SEPTEMBER 30, 2026

Type of business 7299 MISC/PUBLIC SERVICE (CATERING HALL)

Business: PROMENADE ON THE RIVER LLC

Mailing address: PROMENADE ON THE RIVER LLC
2240 SE VETERANS MEM PKWY
PORT ST LUCIE, FL 34952

Business location: 2240 SE VETERANS MEM PKWY
PORT ST LUCIE, FL 34952

GOOD FOR THIS LOCATION ONLY

City of Pt St Lucie

\$15.10

L14000182819
Regulatory or zoning laws of the
or permits that may be required by

PROMENADE ON THE RIVER
2240 SE VETERANS
PORT ST LUCIE

11:52 AM

11/28/25

Accrual Basis

NV & VD LLC
Balance Sheet
As of October 31, 2025

	<u>Oct 31, 25</u>
ASSETS	
Current Assets	
Checking/Savings	
Checking BoA 8384	100,043.91
Total Checking/Savings	<u>100,043.91</u>
Other Current Assets	
Food Inventory	7,500.00
Total Other Current Assets	<u>7,500.00</u>
Total Current Assets	107,543.91
Fixed Assets	
Furniture and Equipment	50,000.00
Total Fixed Assets	<u>50,000.00</u>
TOTAL ASSETS	<u>157,543.91</u>
LIABILITIES & EQUITY	
Equity	
Member 1 Draws	-37,743.98
Opening Balance Equity	189,757.41
Net Income	5,530.48
Total Equity	<u>157,543.91</u>
TOTAL LIABILITIES & EQUITY	<u>157,543.91</u>

NV & VD LLC
Profit & Loss
 January through October 2025

	Jan - Oct 25
Ordinary Income/Expense	
Income	
Food Sales	700,275.87
Total Income	700,275.87
Cost of Goods Sold	
Food Purchases	231,997.28
Restaurant Supplies	952.27
Total COGS	232,949.55
Gross Profit	467,326.32
Expense	
Accounting	4,750.00
Advertising and Promotion	1,286.90
Auto	520.72
Bank Service Charges	168.44
Business Licenses and Permits	2,801.75
Cleaning	38.41
Computer and Internet Expenses	2,824.87
Insurance Expense	2,204.00
Interest	245.12
Office	29,712.54
Office Supplies	25.34
Payroll Expenses	330,203.11
Pest Control	1,825.89
Professional Fees	5,345.00
Rent Expense	31,595.30
Repairs and Maintenance	5,442.04
Sanitation	1,156.71
Subscriptions	2,449.00
Telephone Expense	112.50
Tolls & Parking	1,767.00
Training	50.00
Uniforms	6,492.78
Utilities	30,778.42
Total Expense	461,795.84
Net Ordinary Income	5,530.48
Net Income	5,530.48

NV&VD LLC
Balance Sheet
12.31.2024

Cash	27,980
Inventory	7,500
Equipment	<u>50,000</u>
Total Assets	<u><u>85,480</u></u>
Members' Equity	<u><u>85,480</u></u>

NV&VD LLC
Income Statement
Jan to Dec 2024

Sales	994,996
Cost of Goods Sold	<u>(296,578)</u>
Gross Profit	698,418
Salaries	(309,705)
Repairs and Maintenance	(5,700)
Rent	(41,915)
Taxes and Licenses	(102,595)
Auto	(13,700)
Bank fees	(22,692)
Consulting	(2,500)
Insurance	(13,507)
Legal and Professional	(38,916)
Maintenance	(4,765)
Miscellaneous	(27,837)
Tolls and Parking	(1,475)
Supplies	(26,489)
Telephone	(4,965)
Utilities	<u>(30,863)</u>
Net Income	<u><u>50,794</u></u>

NV&VD LLC
Balance Sheet
12.31.2023

Cash	19,500
Inventory	9,200
Equipment	<u>50,000</u>
Total Assets	<u><u>78,700</u></u>
Members' Equity	<u><u>78,700</u></u>

NV&VD LLC
Income Statement
Jan to Dec 2023

Sales	990,307
Cost of Goods Sold	<u>(354,901)</u>
Gross Profit	635,406
Salaries	(346,195)
Repairs	(3,619)
Rent	(39,400)
Taxes and Licenses	(121,605)
Auto	(12,600)
Insurance	(9,264)
Legal and Professional	(10,800)
Maintenance	(3,619)
Miscellaneous	(250)
Tolls and Parking	(1,202)
Supplies	(17,963)
Telephone	(4,800)
Utilities	<u>(14,700)</u>
Net Income	<u><u>49,389</u></u>