

Mandatory Questions

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

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

Question #	Questions per Proposal Factors/Categories	Response by Supplier. Some Answers may be Answered by a Yes or No; However, Some Questions May Require a Detailed Response	Upload Attachments with Additional Information?	Attachment File Name (Must Reference Page Number of Answer to Corresponding Question)
Proposal Factors				
1	The Supplier must currently own the specified business and must have owned and operated the specific business continuously a minimum of five (5) years. Please supply documentation demonstrating your business has been in operation for a minimum of five (5) years.	Huszar Family Catering dba Creave Catering has been in business in PSL since 2006. See attachment	Yes	Supplemental Documents: Answer to Question 1 on Mandatory Questions Document
2	Supplier must be financially viable, as evidenced by sustained bottom line profitability with no current areas of significant financial risk. Offeror must provide financial information that will allow proposal evaluators to clearly ascertain the financial stability of the Offeror.	Yes See Attachment	Yes	Supplemental Documents: Answer to Question 2 on Mandatory Questions Document
4	Please provide four (4) client references with contact information for catered events with a minimum of 150 guests each. Please submit two (2) that were buffet service and two (2) that were plated service.	Yes See Attachment	Yes	Supplemental Documents, Answer to Question 4 on Mandatory Questions Document
5	Will your company manage the operation of the catering/concessions, or any other food and beverage vendor, leasing, or licensing sales and operations at the MIDFLORIDA Event Center diligently, professionally, and in good faith so as to maximize the Gross Receipts and Net Revenues and to ensure prompt and courteous service to the public on an ongoing and consistent basis. All food and beverage shall be expertly prepared and presented in a professional manner based on public facility industry standards.	Yes		
6	Supplier will maintain adequate staff on duty at the premises at all times to ensure a quality catering/concessions service operation. Staff will be experienced and qualified for administration and supervision, menu planning and dietetics, production, purchasing, service, sanitation, marketing, and equipment use.	Yes		
7	Supplier's manager shall be available to meet with clients and Event Center staff, as needed and scheduled.	Yes		
8	Supplier must provide training and development for its employees based on the Florida Department of Business & Professional Regulations.	Yes		
9	Supplier must continually provide satisfactory training and development for its employees at all levels of Event Services.	Yes		
10	Supplier shall comply with all applicable federal, state and local laws and regulations regarding employment, compensation, and payment of personnel. Such compliance shall include, without limitation, maintenance of unemployment insurance, worker's compensation and other taxes, health examinations, permits and licenses in amounts and type enumerated by law. Supplier shall act as an independent Supplier, and not an agent of the City in all aspects of any management and operational duties and responsibility in its delivery of food services.	Yes		
11	Supplier employees will be neatly attired in clean uniforms and wear visible nametag identification at all times while on duty. Management will be appropriately dressed (but not necessarily in uniform) and wear nametag identification.	Yes		
12	Supplier will comply with City Background Check Requirements.	Yes		
13	Supplier shall perform proper use and care for the equipment and facilities with which it is entrusted under this contract and/or uses in the performance of its daily duties, as specified by equipment manufacturers. Supplier must perform first level (operator) preventive maintenance on all equipment, fixtures, furnishings, and building components.	Yes		
15	Supplier at their cost will provide any office machines necessary for the management of the food service operations, including computers (and software), printers, copy machines, calculators and other similar items.	Yes		
17	Supplier will provide City with an DBPR inspection report within 24 hours of receipt. Within three (3) working days, Supplier will provide City with a written report of corrective actions on all infractions contained within the report. In the event that corrective action is a joint responsibility, Supplier will notify City of its responsibility in the matter and will work with the City in the implementation of such action. City reserves the right to periodically conduct an unannounced inspection with or without the Supplier. Inspectors for all state and local authorities and from the City will have complete cooperation from the Supplier.	Yes		
18	Supplier shall immediately report fires, unsafe conditions, thefts, and security hazards to the City. Supplier shall immediately fix and report to the City any conditions cited in any inspections by local, state or federal agencies or those identified by the City for unsafe conditions on the premises. Supplier shall notify the City immediately after any fire extinguisher use or discharge.	Yes		
20	Supplier will be responsible for routine cleaning of the hood exterior and interior surfaces and filters below the ceiling level.	Yes		
25	Upon termination or expiration of the Agreement, inventories of food and expendable supplies will remain those of the Supplier.	Yes		
27	Supplier will pay all its employees assigned a lawful wage.	Yes		
28	Supplier is solely responsible for training and supervising all employees with regards to safe work habits and proper use of all equipment. All safety incidents will be reported immediately to the City.	Yes		
29	Supplier will be responsible for the safe use of all chemicals including secured storage and separation of chemical from food storage. Supplier storage will meet all local, state, and federal requirements.	Yes		

30	All food purchases shall meet requirements of the Florida Department of Business & Professional Regulation, United States Department of Agriculture (USDA), and the Food and Drug Administration (FDA).	Yes		
31	Hot food shall be served hot and cold foods cold in accordance with local, state, and regional mandated standards.	Yes		
32	HACCP (Hazardous Analysis of Critical Control Points) standards shall be used for receiving, storing, thawing, chilling, serving and thermalizing all food.	Yes		
34	Supplier must operate an electronic point of sale system during all hours of business operations. Point of sale system shall be provided by the City.	Yes		
37	Supplier must certify that it will comply with all local, state and federal laws and OSHA regulations effective during the term of the Contract and bear any and all expenses that would be reasonably associated with or considered "cost of doing business" ensuring Supplier's compliance with the terms and conditions related to Supplier's performance under the Contract.	Yes		
38	Supplier must agree to an audit or audit review by the City or an entity chosen by the City on a periodic schedule.	Yes		
39	Supplier must agree to execute within thirty (30) days of receipt of the Notice of Award, any and all contracts, and other necessary agreements with any approved sub-supplier(s) if Supplier is determined to be the apparent winning proposal.	Yes		
40	Supplier must assume financial responsibility for any sub-supplier error or omission.	Yes		
42	Supplier must maintain and provide all necessary licenses and permits for its operations before the contract effective date. An updated copy of all such licenses and permits must be provided to the City for its records at each renewal of the contract.	Yes		
43	Within the past three years has your entity received any alcohol violations? If so, please explain the violation and what was done to prevent future violations	We have had 1 alcohol violation over the past 15 years. An employee combined an old bottle of liquor into a new bottle of liquor. A staff meeting was called with this employee and the appropriate action was taken.		
44	Address proposed hours and days of operation on weekdays, weekend and holidays.	Yes		
45	Supplier shall be responsible for the payment of all Operating Expenses even if GROSS REVENUES are insufficient	Yes		
47	Supplier must pay for all permits, licenses, Federal, State and Local taxes as chargeable to operations of a Restaurant.	Yes		
48	Abide by all applicable laws, ordinances, codes, and OSHA regulations	Yes		
49	The City and Supplier shall co-hold a liquor license, which is strictly for consumption on the licensed premises of the City owned " MID-FLORIDA EVENT CENTER" referenced in this solicitation. Supplier is responsible for obtaining the required approvals from the necessary licensing authorities and paying all costs associated with license. Supplier shall maintain this license in "good standing" pursuant to the requirements of the State of Florida throughout the contractual period. The license shall at all times remain the exclusive property of the City of Port St. Lucie, and upon termination by any manner of the Contract between the City of Port St. Lucie and Supplier concerning the furnishing of food service, the license shall revert to the City of Port St. Lucie by operation of law. Supplier agrees to expediently provide any assistance necessary to reassign the license to the City.	Yes		
50	Supplier must fully comply with Florida Statutes Chapter 561.701-706 .	Yes		
51	Supplier shall be the exclusive server of alcoholic beverages at the MID-FLORIDA EVENT CENTER referenced in this solicitation and shall at all times, exercise total independent, prudent, reasonable experienced judgment in the service of alcoholic beverages. Supplier shall take extreme care to ensure that no alcoholic beverages are sold to minors. Supplier shall use only qualified, State certified and supervised personnel with training and experience in the sale of alcoholic beverages	Yes		
52	The Supplier shall keep a booking record of all catering functions. All food and beverage details for food service functions shall be provided to the event center staff for operational purposes prior to each event.	Yes		
53	Supplier must agree that all products furnished by the Supplier and all applications of service methodology to products and the MIDFLORIDA Event Center shall comply with all current Occupational Safety and Health Act regulations.	Yes		
54	Supplier will be responsible for cleaning of all kitchen equipment and smallwares.	Yes		
55	Supplier's receiving and storage will meet all local, state, and federal requirements.	Yes		
56	The Supplier shall be responsible for the collection, retention and accounting of all monies from sales in the food service operation. The Supplier shall maintain financial procedures and record keeping in accordance with generally accepted accounting principles (GAAP), and shall make said financial records and supporting documents available for inspection, reproduction and audit by the City or its auditors.	Yes		
57	In accordance with GAAP, Supplier shall furnish to the City, within ten (10) business days following the last day of each month, a complete computerized financial statement showing total gross sales, gross receipts by source of sales, the Direct Operating Expenses, and Net Revenues for all sources of sales during the immediate preceding calendar month. Supplier may also be required to provide copies of bank statements showing proof of accuracy of this financial statement.	Yes		
58	Not later than forty-five (45) business days after September 30th of each fiscal year during the term of the agreement, Supplier shall provide the City with an annual report of the results of operations prepared in accordance with GAAP for the previous Fiscal year setting forth the calculation of Gross Receipts, Direct Operating Expenses, and Net Revenues for all sources of sales during the previous fiscal year.	Yes		
58	Supplier shall provide a food tasting to vested city staff for proof of qualifications.	Yes		
59	Supplier, utilizing its own funds and accounts, shall order, stock, prepare, pay for and sell appropriate food and beverages at the MID-FLORIDA EVENT CENTER. Title to said food and beverages shall be solely vested in the Supplier. Consumables shall be first quality, wholesome and pure, and all consumables on hand shall be stored and handle with due regard for sanitation. All prices, specific brands, and quantities ordered and on hand must have the City's approval based on public facility industry standards.	Yes		