



### MODIFICATION OF CONTRACT

Modification Number: Two (2) Effective Date: 6/1/2025	Contract Number: 22-739 Title: Emergency Food Catering Services Effective Date: 06/01/2022
Contracting Officer: Gretchen Bechtel, CPPB E-mail: Gretchen.bechtel@LakeCountyFL.gov Telephone Number: 352-343-9765	Contractor Name and Address: Name: Puff 'n Stuff Catering, LLC Address: 250 Rio Drive City: Orlando, FL ATTENTION: Tracy Vessillo <a href="mailto:tracy@puffnstuff.com">tracy@puffnstuff.com</a>
Issued By: Procurement Services Lake County Administration Building 315 W. Main St., Suite 416 Tavares, Florida 32778-7800	
<b>INSTRUCTIONS:</b> Contractor shall sign Signature Block showing acceptance of the below written modification and <u>return this form to Procurement Services within ten (10) days after receipt</u> . Once fully executed, a copy of this modification will be returned to the Contractor to attach to the original Contract.	
<b>DESCRIPTION OF MODIFICATION:</b> Contract modification to extend the agreement for two annual terms to expire on 05/31/2027 or until new contract is awarded.	
<b>CONTRACTOR SIGNATURE BLOCK</b> Signature: <u>Tracy Vessillo</u> Print Name: <u>Tracy Vessillo</u> Title: <u>President</u> Date: <u>12/5/24</u> E-mail: <u>Tracy.Vessillo@puffnstuff.com</u> Secondary E-mail: _____	<b>LAKE COUNTY SIGNATURE BLOCK</b> Signature: _____ Print Name: Gretchen Bechtel Title: Contracting Officer II Date: _____ Digitally signed by Gretchen Bechtel, Contracting Officer II Date: 2024.12.05 11:02:53 -05'00'
Distribution: Original – Bid File Copy – Contractor Contracting Officer	



## MODIFICATION OF CONTRACT

Modification Number: One (1) Effective Date: 6/1/2023	Contract Number: 22-739 Title: Emergency Food Catering Services Effective Date: 06/01/2022
Contracting Officer: Gretchen Bechtel, CPPB E-mail: Gretchen.bechtel@LakeCountyFL.gov Telephone Number: 352-343-9765	Contractor Name and Address:  Name: Puff 'n Stuff Catering, LLC Address: 250 Rio Drive City: Orlando, FL ATTENTION: Tracy Vessillo <a href="mailto:tracy@puffnstuff.com">tracy@puffnstuff.com</a>
Issued By: <div style="text-align: center;">             Procurement Services              Lake County Administration Building              315 W. Main St., Suite 416              Tavares, Florida 32778-7800           </div>	
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<b>DESCRIPTION OF MODIFICATION:</b> Contract modification to extend the agreement for two annual terms to expire on 05/31/2025.	
<b>CONTRACTOR SIGNATURE BLOCK</b> Signature: <u>Tracy Vessillo</u> Print Name: <u>Tracy Vessillo</u> Title: <u>President</u> Date: <u>1/30/23</u> E-mail: <u>Tracy@puffnstuff.com</u> Secondary E-mail: _____	<b>LAKE COUNTY SIGNATURE BLOCK</b> Signature: _____ Print Name: <b>Gretchen Bechtel</b> Title: <b>CPPB, Contracting Officer II</b> Date: _____ <div style="text-align: right; font-size: small;">             Digitally signed by              Gretchen Bechtel, CPPB,              Contracting Officer II              Date: 2023.01.30              14:00:49 -05'00'           </div>
<b>Distribution:</b> Original – Bid File Copy – Contractor Contracting Officer	



**CONTRACT NO. 22-739**  
For  
**Emergency Food Catering Services**

LAKE COUNTY, FLORIDA, a political subdivision of the State of Florida, through its Board of County Commissioners (hereinafter "County") does hereby accept, with noted modifications, if any, the bid of **Puff 'N Stuff Catering, LLC** (hereinafter "Contractor") to supply **Emergency Food Catering Services** to the County pursuant to County Bid number 22-739 with any included addenda (hereinafter "Bid"), with an opening date of 4/28/2022, and Contractor's Bid response dated 4/28/2022, thereto with all County Bid provisions governing.

A copy of the Contractor's signed Bid is attached hereto and incorporated herein, thus making it a part of this Contract except that any items not awarded have been struck through. The attachments noted below (if any) are attached hereto and are also made a part of this Contract.

**ATTACHMENTS:**

Addendum 1 & 2, Exhibit A – Scope of Work, Exhibit B – Insurance Requirements, Exhibit D – Contract Provision under Federal Awards, Attachment 1 – Submittal Form with General Terms & Conditions acceptance, Attachment 2 – Pricing Sheet, Attachment 4 – Drug Free Workplace, Attachment 5 – Anti-Lobbying Certificate, Attachment 6 – Certification of Debarment and Suspension.

No financial obligation under this Contract shall accrue against the County until a specific purchase transaction is completed pursuant to the terms and conditions of this Contract.

Contractor shall submit the documents hereinafter listed prior to commencement of this Contract: **N/A**.

The County's Procurement Services Director shall be the sole judge as to the fact of the fulfillment of this Contract, and upon any breach thereof, shall, at his option, declare this Contract terminated, and for any loss or damage by reason of such breach, whether this Contract is terminated or not, said Contractor and their surety for any required bond shall be liable.

**This Contract is effective from 6/1/2022 through 5/31/2023**, except the County reserves the right to terminate this Contract immediately for cause and/or lack of funds and with thirty (30) day written notice for the convenience of the County. This Contract provides for two (2) two (2) year renewals at Lake County's sole option at the terms noted in the Bid.

Any and all modifications to this Contract must be in writing signed by the County's Procurement Services Director.

LAKE COUNTY, FLORIDA

\_\_\_\_\_  
By: Gretchen Bechtel, CPPB

Contracting Officer II

Date: 5/18/2022

Distribution: Original-Bid File  
Copy-Contractor  
Copy-Department



P.O. Box 7800 • 315 W. Main St., Suite 441 • Tavares, FL 32778

**SOLICITATION: Emergency Food Catering Services**

04/28/2022

Vendors are responsible for the receipt and acknowledgement of all addenda to a solicitation. Confirm acknowledgement by including an electronically completed copy of this addendum with submittal. Failure to acknowledge each addendum may prevent the submittal from being considered for award.

THIS ADDENDUM DOES NOT CHANGE THE DATE FOR RECEIPT OF PROPOSALS.

**QUESTIONS/RESPONSES**

N/A

**ADDITIONAL INFORMATION**

Bid Closing date is extended to May 5, 2022, at 3:00 PM Eastern

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**ACKNOWLEDGEMENT**

Firm Name: Puff 'n Stuff Catering, LLC

I hereby certify that my electronic signature has the same legal effect as if made under oath; that I am an authorized representative of this vendor and/or empowered to execute this submittal on behalf of the vendor.

Signature of Legal Representative Submitting this Bid: *Tracy Vessillo*

Date: 4/28/2022

Print Name: Tracy Vessillo

Title: President

Primary E-mail Address: tracy@puffnstuff.com

Secondary E-mail Address: kat@puffnstuff.com



Office of Procurement Services

P.O. Box 7800 • 315 W. Main St., Suite 441 • Tavares, FL 32778

**SOLICITATION: Emergency Food Catering Services**

04/18/2022

Vendors are responsible for the receipt and acknowledgement of all addenda to a solicitation. Confirm acknowledgement by including an electronically completed copy of this addendum with submittal. Failure to acknowledge each addendum may prevent the submittal from being considered for award.

THIS ADDENDUM DOES NOT CHANGE THE DATE FOR RECEIPT OF PROPOSALS.

**QUESTIONS/RESPONSES**

- Q1. Disclosure of Employment and Ownership. Is there a specific form you are wanting us to fill out or provide? If form is required, please provide form.
- R1. Refer to Section 6.0 Delivery and Submittal Requirements. The required submittal documents provide for Disclosure of Employment and Ownership requirements as stated in the General Terms and Conditions.

**ADDITIONAL INFORMATION**

N/A

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**ACKNOWLEDGEMENT**

Firm Name: Puff 'n Stuff Catering, LLC

I hereby certify that my electronic signature has the same legal effect as if made under oath; that I am an authorized representative of this vendor and/or empowered to execute this submittal on behalf of the vendor.

Signature of Legal Representative Submitting this Bid: *Tracy Vessillo*

Date: 4/28/2022

Print Name: Tracy@puffnstuff.com

Title: President

Primary E-mail Address: tracy@puffnstuff.com

Secondary E-mail Address: kat@puffnstuff.com

**EMERGENCY CATERING SERVICES****1. SCOPE OF SERVICES**

Contractor shall provide catering services before, during, and after events on an as-needed basis to Lake County in accordance with its emergency event management plan, applicable regulations of the Federal Emergency Management Agency (FEMA), and in conjunction with the County's needs. This is an indefinite quantity contract with no expenditure guarantee.

Purchases may be supported in whole or in part by Federal and State funding. Contracts must meet rules for all Federal grants, including but not limited to as provided for in Title 2 Code of Federal Regulations (CFR) Part 200 or most current version in order to be eligible for reimbursement under the Public Assistance Program. All such clauses must be considered and treated as "flow-down" clauses that must be considered applicable to any prime contract and any subcontract associated with performance under the Contract.

Catering service is defined as providing meals, plates, utensils, napkins, needed serving utensils, and other supplies necessary to feed workers and shelter occupants during events.

**2. CONTRACTOR'S RESPONSIBILITIES**

Contractor shall:

- 2.1. Provide catering services before, during, and after events and emergency events, as required.
- 2.2. Due to the complexity of the event, different staffing levels should be taken into consideration. Feeding will be dependent upon event:
  - 2.2.1. Small Event: 25 to 75 people
  - 2.2.2. Medium Event: 76 to 125 people
  - 2.2.3. Large Event: 126 to 226 people
  - 2.2.4. Extra-large Event: 226+
- 2.3. Be required to feed the Lake County Emergency Operations Center, which could include:
  - 2.3.1. Emergency Operations Center (Tavares, FL),
  - 2.3.2. Dispatch Center (Tavares, FL),
  - 2.3.3. Other emergency support facilities (Various Locations)
- 2.4. Provide meals as needed: breakfast, lunch, dinner, and a second lunch for night operations. Meals may consist of:
  - 2.4.1. Breakfast 0600 – 0900: Scrambled eggs, biscuits, potatoes, pancakes, bacon/sausage, yogurt, bread/toast, muffins, cereal, and coffee and juice drinks (After 0900, snacks may contain remaining muffins, fruit, and yogurt from breakfast)
  - 2.4.2. Box Lunch 1200 – 1400: Sandwiches, burgers, veggie burgers, hotdogs, chops, salads, dessert, and assorted drinks
  - 2.4.3. Dinner 1800 – 2000: Hot main dish, vegetables, salad, bread/rolls, dessert, and assorted drinks
  - 2.4.4. Night Operations 2300 – 0100: Lunch repeat, assorted drinks. (After 0100, assorted snacks, fruit. etc.)

**EMERGENCY CATERING SERVICES**

- 2.5. Provide meals containing high quality foods that are ample in serving size, visually appealing, appetizing, and nutritionally sound
- 2.6. Provide meals that include, but are not limited to, the minimum USDA portion recommended servings of protein, grains, fruits, and vegetables
- 2.7. Provide an assortment of beverages including water, juice, and soda
- 2.8. Provide for special dietary needs such as vegetarian, diabetic, and religious considerations (upon request)
- 2.9. Have the following operations requirements:
- 2.10. Be self-sustainable
- 2.11. Have capabilities to provide services, may utilize mobile kitchen and refrigeration
- 2.12. Meet, at a minimum, federal, state, and local food preparation standards and governing codes
- 2.13. Employ staff that shall be clean, neat, and presentable using appropriate sanitary food preparation standards
- 2.14. Develop a coordinated menu with County Project Manager
- 2.15. Provide any necessary food storage at proper storage temperatures
- 2.16. Provide all fresh foods (no leftovers)
- 2.17. Adhere to the current Centers for Disease Control and Prevention guidelines
- 2.18. Train and supervise all its employees, ensuring high standards of cleanliness, courtesy, safety, and services required.
- 2.19. Provide on-site food distribution at designated areas
- 2.20. Prepare food prior to arrival at the event
- 2.21. Provide warming stations and serving equipment
- 2.22. Provide plates, eating utensils and napkins
- 2.23. Provide box meals for delivery if asked
- 2.24. Provide a tally of meals service
- 2.25. Provide an invoice for daily services
  - 2.25.1. Invoice will contain a minimum of the numbers of meals service and schedule cost associated with each meal
- 2.26. Ensure all equipment has been collected and trash has been disposed of.
- 2.27. Maintain any required licenses, permits, etc.

**3. COUNTY RESPONSIBILITIES**

- 3.1. County Project Manager will make every effort to notify Contractor at least 48 hours prior to an impending event

**EMERGENCY CATERING SERVICES**

- 3.2. The County reserves the right to cancel meals, without penalty, by notification to the Contractor twenty-four (24) hours in advance of the next scheduled serving.
- 3.3. County Project Manager will notify Contractor if box meals are required when order is placed

**4. DELIVERY REQUIREMENTS AND ACCEPTANCE**

Delivery as directed by County Project Manager within the agreed upon timeframe.

*[The remainder of this page is intentionally blank.]*

A. CONTRACTOR will purchase and maintain at all times during the term of this Contract, without cost or expense to the COUNTY, policies of insurance as indicated below, with a company or companies authorized to do business in the State of Florida, and which are acceptable to the COUNTY, insuring the CONTRACTOR against any and all claims, demands, or causes of action, for injuries received or damage to property relating to the performance of duties, services, or obligations of the CONTRACTOR under the terms and provisions of the Contract. An original certificate of insurance, indicating that CONTRACTOR has coverage in accordance with the requirements of this section must be received and accepted by the COUNTY prior to contract execution or before any work begins. It will be furnished by CONTRACTOR to the COUNTY'S Project Manager and Procurement Services Director within five working days of such request. The parties agree that the policies of insurance and confirming certificates of insurance will insure the CONTRACTOR in accordance with the following minimum limits:

i. General Liability insurance on forms no more restrictive than the latest edition of the Occurrence Form Commercial General Liability policy (CG 00 01) of the Insurance Services Office or equivalent without restrictive endorsements, with the following minimum limits and coverage:

Each Occurrence/General Aggregate	\$500,000
Products-Completed Operations	\$500,000
Personal & Adv. Injury	\$500,000
Fire Damage	\$50,000
Medical Expense	\$5,000
Contractual Liability	Included

ii. Automobile liability insurance, including owned, non-owned, and hired autos with the minimum Combined Single Limit of \$300,000

iii. Workers' compensation insurance based on proper reporting of classification codes and payroll amounts in accordance with Chapter 440, Florida Statutes, and any other applicable law requiring workers' compensation (Federal, maritime, etc.). If not required by law to maintain workers compensation insurance, the CONTRACTOR must provide a notarized statement that if he or she is injured, he or she will not hold the COUNTY responsible for any payment or compensation.

iv. Employers Liability with the following minimum limits and coverage:

Each Accident	\$100,000
Disease-Each Employer	\$100,000
Disease-Policy Limit	\$100,000

B. Lake County, a Political Subdivision of the State of Florida, and the Board of County Commissioners, will be named as additional insured as their interest may appear all applicable policies. Certificates of insurance must identify the Solicitation/Contract number in the Description of Operations section on the Certificate.

C. CONTRACTOR must provide a minimum of 30 days prior written notice to the County of any change, cancellation, or nonrenewal of the required insurance.

D. Certificates of insurance must evidence a waiver of subrogation in favor of the COUNTY, that coverage must be primary and noncontributory, and that each evidenced policy includes a Cross Liability or Severability of Interests provision, with no requirement of premium by the COUNTY.

E. CONTRACTOR must provide a copy of all policy endorsements, reflecting the required coverage, with Lake County listed as an additional insured along with all required provisions to include waiver of subrogation. Contracts cannot be completed without this required insurance documentation. A certificate of insurance (COI) will not be accepted in lieu of the policy endorsements.

F. Certificate holder must be:

LAKE COUNTY, A POLITICAL SUBDIVISION OF THE STATE OF FLORIDA,  
AND THE BOARD OF COUNTY COMMISSIONERS.  
P.O. BOX 7800  
TAVARES, FL 32778-7800

G. All self-insured retentions will appear on the certificates and will be subject to approval by the COUNTY. At the option of the COUNTY, the insurer will reduce or eliminate such self-insured retentions; or CONTRACTOR will be required to procure a bond guaranteeing payment of losses and related claims expenses.

H. The COUNTY will be exempt from, and in no way liable for, any sums of money, which may represent a deductible or self-insured retention in any insurance policy. The payment of such deductible or self-insured retention will be the sole responsibility of the CONTRACTOR or subcontractor providing such insurance.

I. CONTRACTOR will be responsible for subcontractors and their insurance. Subcontractors are to provide Certificates of Insurance to the COUNTY evidencing coverage and terms in accordance with the CONTRACTOR'S requirements.

J. Failure to obtain and maintain such insurance as set out above will be considered a breach of contract and may result in termination of the contract for default.

K. Neither approval by the COUNTY of any insurance supplied by CONTRACTOR, nor a failure to disapprove that insurance, will relieve CONTRACTOR of full responsibility of liability, damages, and accidents as set forth herein.

*[The remainder of this page is intentionally left blank.]*

**Additional Contract Provisions for Contracts Under Federal Awards**

In addition to other provisions required by the County, all contracts made by the County under the Federal award must contain provisions covering the following, as applicable.

(A) Contracts for more than the simplified acquisition threshold, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by [41 U.S.C. 1908](#), must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.

(B) All contracts in excess of \$10,000 must address termination for cause and for convenience by the County including the manner by which it will be effected and the basis for settlement.

(C) Equal Employment Opportunity. Except as otherwise provided under [41 CFR Part 60](#), all contracts that meet the definition of “federally assisted construction contract” in [41 CFR Part 60-1.3](#) must include the equal opportunity clause provided under [41 CFR 60-1.4\(b\)](#), in accordance with Executive Order 11246, “Equal Employment Opportunity” ([30 FR 12319, 12935, 3 CFR Part, 1964-1965](#) Comp., p. 339), as amended by Executive Order 11375, “Amending Executive Order 11246 Relating to Equal Employment Opportunity,” and implementing regulations at [41 CFR part 60](#), “Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.”

(D) Contract Work Hours and Safety Standards Act ([40 U.S.C. 3701-3708](#)). Where applicable, all contracts awarded by the County in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with [40 U.S.C. 3702](#) and [3704](#), as supplemented by Department of Labor regulations ([29 CFR Part 5](#)). Under [40 U.S.C. 3702](#) of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of [40 U.S.C. 3704](#) are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

(E) Rights to Inventions Made Under a Contract or Agreement. If the Federal award meets the definition of “funding agreement” under [37 CFR § 401.2 \(a\)](#) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that “funding agreement,” the recipient or subrecipient must comply with the requirements of [37 CFR Part 401](#), “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,” and any implementing regulations issued by the awarding agency.

(F) Clean Air Act ([42 U.S.C. 7401-7671q.](#)) and the Federal Water Pollution Control Act ([33 U.S.C. 1251-1387](#)), as amended - Contracts and subgrants of amounts in excess of \$150,000

**Additional Contract Provisions for Contracts Under Federal Awards**

must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act ([42 U.S.C. 7401-7671q](#)) and the Federal Water Pollution Control Act as amended ([33 U.S.C. 1251-1387](#)). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

(G) Debarment and Suspension (Executive Orders 12549 and 12689) - A contract award (see [2 CFR 180.220](#)) must not be made to parties listed on the governmentwide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at [2 CFR 180](#) that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), “Debarment and Suspension.” SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

(H) Procurement of recovered materials. A non-Federal entity that is a state agency or agency of a political subdivision of a state and its contractors must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at [40 CFR part 247](#) that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

(I) Prohibition on certain telecommunications and video surveillance services or equipment.

(a) Recipients and subrecipients are prohibited from obligating or expending loan or grant funds to:

(1) Procure or obtain;

(2) Extend or renew a contract to procure or obtain; or

(3) Enter into a contract (or extend or renew a contract) to procure or obtain equipment, services, or systems that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system. As described in [Public Law 115-232](#), section 889, covered telecommunications equipment is telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities).

(i) For the purpose of public safety, security of government facilities, physical security surveillance of critical infrastructure, and other national security purposes, video surveillance and telecommunications equipment produced by Hytera Communications Corporation,

**Additional Contract Provisions for Contracts Under Federal Awards**

Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities).

(ii) Telecommunications or video surveillance services provided by such entities or using such equipment.

(iii) Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of the National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the government of a covered foreign country.

(b) In implementing the prohibition under [Public Law 115-232](#), section 889, subsection (f), paragraph (1), heads of executive agencies administering loan, grant, or subsidy programs shall prioritize available funding and technical support to assist affected businesses, institutions and organizations as is reasonably necessary for those affected entities to transition from covered communications equipment and services, to procure replacement equipment and services, and to ensure that communications service to users and customers is sustained.

(J) Domestic preferences for procurements.

(a) As appropriate and to the extent consistent with law, the County should, to the greatest extent practicable under a Federal award, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products). The requirements of this section must be included in all subawards including all contracts and purchase orders for work or products under this award.

(b) For purposes of this section:

(1) “Produced in the United States” means, for iron and steel products, that all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States.

(2) “Manufactured products” means items and construction materials composed in whole or in part of non-ferrous metals such as aluminum; plastics and polymer-based products such as polyvinyl chloride pipe; aggregates such as concrete; glass, including optical fiber; and lumber.

*[The remainder of this page is intentionally blank.]*

The undersigned hereby declares that: Puff 'n Stuff Catering, LLC has examined and accepts the specifications, terms, and conditions presented in this Solicitation, satisfies all legal requirements to do business with the County, and to furnish **ON-CALL CATERING SERVICES** for which Submittals were advertised to be received no later than 3:00 P.M. Eastern time on the date stated in the solicitation or as noted in an addenda. Furthermore, the undersigned is duly authorized to execute this document and any contracts or other transactions required by award of this Solicitation.

**1.0 TERM OF CONTRACT:**

The Contract will be awarded for an initial one (1) year term with the option for two (2) subsequent two (2) year renewals. Renewals are contingent upon mutual written agreement.

The Contract will commence upon the first day of the next calendar month after approval by the authorized authority. The Contract remains in effect until completion of the expressed and implied warranty periods. The County reserves the right to negotiate for additional services/items similar in nature not known at time of solicitation.

**2.0 PAYMENT:**

The Contractor shall email the County's using department an accurate invoice within 30 calendar days after delivery. Invoices shall reference the: purchase/task order, delivery date, delivery location, and corresponding packing slip or delivery ticket signed by a County representative at the time of acceptance. Failure to submit invoices in the prescribed manner will delay payment.

Payments will be tendered in accordance with the Florida Prompt Payment Act, Part VII, Chapter 218, Florida Statutes. The County will remit full payment on all undisputed invoices within 45 days from receipt by the appropriate County using department. The County will pay interest not to exceed 1% per month on all undisputed invoices not paid within 30 days after the due date.

All pricing will be FOB Destination unless otherwise specified in this solicitation document. Pricing submitted will remain valid for a ninety (90) day period.

Vendor accepts MasterCard for payment: YES

**3.0 CERTIFICATION REGARDING LAKE COUNTY TERMS AND CONDITIONS:**

I certify that I have reviewed the General Terms and Conditions for Lake County Florida and accept the Lake County General Terms and Conditions dated 5/6/21 as written including the Proprietary/Confidential Information section. YES

Failure to acknowledge may result in Submittal being deemed non-responsive.

**4.0 CERTIFICATION REGARDING FELONY CONVICTION:**

Has any officer, director, or an executive performing equivalent duties, of the bidding entity been convicted of a felony during the past ten (10) years? NO

**5.0 CONFLICT OF INTEREST DISCLOSURE CERTIFICATION:**

Except as listed below, no employee, officer, or agent of the firm has any conflicts of interest, real or apparent, due to ownership, other clients, contracts, or interests associated with this project; and, this Submittal is made without prior understanding, agreement, or connection with any

corporation, firm, or person submitting a proposal for the same services, and is in all respects fair and without collusion or fraud. N/A

**6.0 CERTIFICATION REGARDING BACKGROUND CHECKS:**

Under any County Contract that involves Contractor or subcontractor personnel working in proximity to minors, the Vendor hereby confirms that any personnel so employed will have successfully completed an initial, and subsequent annual, Certified Background Check, completed by the Contractor at no additional cost to the County. The County retains the right to request and review any associated records with or without cause, and to require replacement of any Contractor employee found in violation of this requirement. Contractor shall indemnify the County in full for any adverse act of any such personnel in this regard. Additional requirements may apply in this regard as included within any specific contract award. YES

**7.0 CERTIFICATION REGARDING DEBARMENT, SUSPENSION, OR INELIGIBILITY**

By submission of this document, I certify that neither the Firm or its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this contract by any Federal department or agency.

**8.0 DISADVANTAGED BUSINESS ENTERPRISE PROGRAM:**

The County does not establish specific goals for minority set-asides however, participation by minority and non-minority qualified firms is strongly encouraged. If the firm is a minority firm or has obtained certification by the State of Florida, Office of Supplier Diversity, (OSD) (CMBE), please indicate the appropriate classification(s) not applicable not applicable and enter OSD Certification Number N/A and enter effective date N/A to date N/A

**9.0 FEDERAL FUNDING REQUIREMENT:**

8.1. A contract award expected to equal or exceed \$25,000 or a contract award at any tier for a federally required audit (irrespective of the contract amount) must not be made to parties listed on the government-wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 C.F.R. part 180. The Excluded Parties List System in SAM contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

Recipients, contractors, and subcontractors (at any level) that enter into covered transactions are required to verify that the entity (as well as its principals and affiliates) with which they propose to contract or subcontract is not excluded or disqualified. This is done by: (a) checking the SAM exclusions; (b) collecting a certification from that person; or (c) adding a clause or condition to the contract or subcontract.

Registration or search can be conducted here: [SAM Directory and Registration website](#)

8.2. REQUIRED for this project – The System for Award Management (SAM.gov) Unique Entity ID [SAM.gov](#) | Home: **DWXJKX3QYKU7**

**10.0 RECIPROCAL VENDOR PREFERENCE:**

N/A

**11.0 GENERAL VENDOR INFORMATION:**

Firm Name: Puff 'n Stuff Catering, LLC

Street Address: 250 Rio Drive

City: Orlando State and ZIP Code: FL

Mailing Address (if different): N/A

Telephone: 407-629-7833 Fax: N/A

Federal Identification Number / TIN: 43-1998301

DUNS Number: 116107723

**12.0 SUBMITTAL SIGNATURE:**

I hereby certify the information indicated for this Submittal is true and accurate and that my electronic signature shall have the same legal effect as if made under oath; that I am an authorized representative of this Vendor and/or empowered to execute this Submittal on behalf of the Vendor. I, individually and on behalf of the Vendor, acknowledge and agree to abide by all terms and conditions contained in this solicitation as well as any attachments, exhibits, or addenda.

Name of Legal Representative Submitting this Proposal: *Tracy Vessillo*

Date: 4/28/2022

Print Name: Tracy Vessillo

Title: President

Primary E-mail Address: tracy@puffnstuff.com

Secondary E-mail Address: kat@puffnstuff.com

The individual signing this Submittal affirms that the facts stated herein are true and that the response to this Solicitation has been submitted on behalf of the aforementioned Vendor.

*[The remainder of this page is intentionally blank]*

***Puff 'n Stuff Catering, LLC***

**SAVE AND SUBMIT AS AN EXCEL FILE**

The Contractor will furnish all labor, materials, transportation, and equipment necessary to provide services to County. Services will be performed in accordance with the specifications listed and implied.

Actuals are unknown and are estimated for evaluation purposes only.

*Alterations to locked cells may result in disqualification of submission.*

**Vendor may include sample menus as attachments.**

[illegible]

Lake County is exempt from all taxes (Federal, State, Local). A Tax Exemption Certificate will be furnished upon request for any direct purchasing. Contractor will be responsible for payment of taxes on all materials purchased by the Contractor for the project.

Lake County will not accept nor authorize payment for travel time or expenses of service personnel to any of Lake County's facility locations. The hourly rate must commence on the job site. Billable time will be for service work performed.

This is an indefinite quantity contract with no guarantee use of services. The County does not guarantee a dollar amount to be expended on any contract resulting from this solicitation.

**DRUG FREE WORKPLACE CERTIFICATE**

I, the undersigned, in accordance with Florida Statute 287.087, hereby certify that my firm:

- Publishes a written statement notifying that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace named above, and specifying actions that will be taken against violations of such prohibition.
- Informs employees about the dangers of drug abuse in the workplace, the firm's policy of maintaining a drug free working environment, and available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug use violations.
- Gives each employee engaged in providing commodities or contractual services that are under bid or proposal, a copy of the statement specified above.
- Notifies the employees that as a condition of working on the commodities or contractual services that are under bid or proposal, the employee will abide by the terms of the statement and will notify the employer of any conviction of, please or guilty or nolo contendere to, any violation of Chapter 893, or of any controlled substance law of the State of Florida or the United States, for a violation occurring in the workplace, no later than five (5) days after such conviction, and requires employees to sign copies of such written statement to acknowledge their receipt.
- Imposes a sanction on, or requires 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.
- Makes a good faith effort to continue to maintain a drug free workplace through the implementation of the Drug Free Workplace program.
- "As a person authorized to sign this statement, I certify that the above-named business, firm or corporation complies fully with the requirements set forth herein".

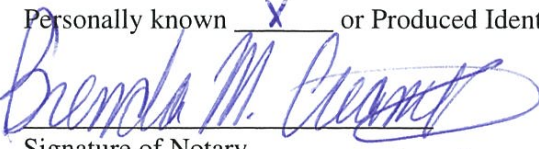
  
 Authorized Signature  
Puff 'n Stuff Catering, LLC  
 Company Name

State of: FLORIDA

County of: ORANGE

Sworn to and subscribed before me this 28<sup>th</sup> day of APRIL, 2022

Personally known X or Produced Identification \_\_\_\_\_  
 (Specify Type of Identification)

  
 Signature of Notary

My Commission Expires: 6/17/2024


 Brenda M. Creamer  
 Notary Public  
 State of Florida  
 Comm# HH011815  
 Expires 6/17/2024

*This document must be completed and returned with your Submittal. Inability or refusal to sign this document will deem your offer non-responsive.*

**BYRD ANTI-LOBBYING AMENDMENT CERTIFICATION**

(To be submitted with each bid or offer exceeding \$100,000)

The undersigned certifies to the best of one's knowledge and belief that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31, U.S.C. § 1352 (as amended by the Lobbying Disclosure Act of 1995). Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Please check the appropriate box:

☐ No non-federal funds have been used or are planned to be used for lobbying in connection with this application/award/contract.

or

☐ Attached is Standard Form LLL, "Disclosure of Lobbying Activities," which describes the use (past or planned) of non-federal funds for lobbying in connection with this application/award/contract.

Executed this 28<sup>th</sup> day of APRIL, 2022

By: TRACY VESSILLO  
(Type or Print Name)

PRESIDENT  
(Title of Executing Official)

Tracy Vessillo  
(Signature of Executing Official)

Puff 'n Stuff Catering, LLC  
(Name of Organization/Applicant)

**CERTIFICATION DEBARMENT AND SUSPENSION****THE QUOTER HEREBY CERTIFIES THAT:**

- a. The resulting contract is a covered transaction for purposes of 2 C.F.R. 180 and 2 C.F.R. 3000. As such, the vendor is required to verify that none of the vendor, its principals (defined at 2 C.F.R. 80.995), or its affiliates (defined at 2 C.F.R. § 180.905) are excluded (defined at 2 C.F.R. 180.940) or disqualified (defined at 2 C.F.R. 180.935).
- b. The vendor must comply with 2 C.F.R. 180 subpart C and 2 C.F.R. 3000, subpart C and must include a requirement to comply with these regulations in any lower tier covered transaction it enters into.
- c. This certification is a material representation of fact relied upon by County (subgrantee). If it is later determined that the bidder did not comply with 2 C.F.R. 180, subpart C and 2 C.F.R. 3000, subpart C, in addition to remedies available to County, the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment.
- d. The bidder agrees to comply with the requirements of 2 C.F.R. 180, subpart C and 2 C.F.R. 3000, subpart C while this offer is valid and throughout the period of any contract that may arise from this offer. The bidder further agrees to include a provision requiring such compliance in its lower tier covered transactions.

**COMPANY NAME:** *Puff 'n Stuff Catering, LLC***ADDRESS:** 250 Rio Drive**CITY:** Orlando**STATE & ZipCode:** FL, 32810**COMPANY'S AUTHORIZED OFFICIAL:****SIGNATURE:** **Printed Name:** Tracy Vessillo**Title:** President**Date:** 4/28/2022

# LAKE COUNTY, FL

Response to Request for Proposal 22-739

Proposal for Emergency Food Catering Services  
22-739 in Lake County, Florida

SUBMITTED ON APRIL 28, 2022

## CONTACT

WARREN DIETEL | CEO & OWNER  
470.398.6309  
warren@puffnstuff.com

TRACY VESSILLO | PRESIDENT  
239-913-7109  
tracy@puffnstuff.com

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**Proposal for Emergency Food Catering Services 22-739  
for Lake County, Florida | Submitted by: Puff 'n Stuff Catering**

Gretchen Bechtel, CPPB, Contracting Officer  
Office of Procurement Services  
P.O. Box 7800  
315 Main Street, Suite 441,  
Tavares, FL 32778

---

Dear Gretchen,

On behalf of the entire Puff 'n Stuff Catering team, we sincerely appreciate this opportunity to provide emergency food catering services to Lake County, FL. This document highlights our experience, capabilities, menu offerings, pricing, and previous client examples.

We would also like to earn your confidence in our qualifications to respond to your emergency needs by offering a tour of our state-of-the-art facility to you and your team. Our 30,000 sq. ft. headquarters is located in the Orlando and can run independently with an on-site generator, fuel, and propane.

We look forward to hearing from you soon.

With best regards,

A handwritten signature in black ink, appearing to read "Warren G. Dietel".

Warren G. Dietel  
CEO & Owner  
407-398-6306  
warren@puffnstuff.com

A handwritten signature in black ink, appearing to read "Tracy Vessillo".

Tracy Vessillo  
President  
239-913-7109  
tracy@puffnstuff.com





# **COMPANY OVERVIEW**



# Puff 'n Stuff

EVENTS | CATERING

**Ownership:** Puff 'n Stuff Catering is owned by Warren Dietel and it is a limited liability company S corporation.

**Time in Business:** Puff 'n Stuff Catering was founded in 1971 in Trinidad & Tobago. After the Dietel Family moved to the United States, they began operations in Orlando, FL in 1980.

Puff 'n Stuff Catering started Tampa operations in 2010. Our second base of operations in Tampa opened in November 2015

**ORLANDO COMMISSARY:**

**Address:** 250 Rio Drive, Orlando, FL 32810

**Business Hours:** Monday - Friday, 9:00AM - 5:00PM

**TAMPA COMMISSARY:**

**Address:** 5804 E. Columbus Drive, Tampa, FL 33619

**Business Hours:** Monday - Friday, 9:00AM - 5:00PM

**WEBSITE:**

[puffnstuff.com](http://puffnstuff.com)

[orderheirloom.com](http://orderheirloom.com)

**SOCIAL MEDIA:**

[facebook.com/puffnstuffcatering](https://facebook.com/puffnstuffcatering)

[instagram.com/puffnstuffcatering](https://instagram.com/puffnstuffcatering)

[pinterest.com/puffnstuffcatering](https://pinterest.com/puffnstuffcatering)

[tiktok.com/puffnstuffcatering](https://tiktok.com/puffnstuffcatering)

[twitter.com/PnScatering](https://twitter.com/PnScatering)



## **FIRM OVERVIEW**

### **ABOUT OUR COMPANY**

Since 1980, Puff 'n Stuff Catering has been Orlando's premier catering and full-service event planning company and is now the largest of its kind in Central Florida. We have taken dramatic steps to ensure we are positioned to handle your catering needs before, during and after an emergency. These precautions include a reinforced commissary building, purchase of necessary operational equipment, and priority relationships with food vendors to ensure the availability of raw food product.

Our headquarters in Orlando is based in a 30,000 square foot facility which houses our warehouse, kitchen, sales and our corporate offices. In addition to our Orlando commissary, our Tampa commissary is of similar size and scope. Our facilities are constructed from reinforced concrete tilt-wall with a flat roof, which resulted in no damage during the hurricanes of 2004, 2016, 2017 and 2019. We were fully operational during each storm as our entire facility is connected to a backup generator; thus, we are never without power.



Our Orlando commissary will serve as the base for all cuisine, equipment and staff members catering to Lake County, FL. We have all the food and equipment necessary to handle your catering needs. The Warehouse is fully stocked with White Tuxton China, Fortessa Glassware, Stainless Flatware, Chafing Dishes & Heat Lamps, Tables, Chairs, and all necessary serving equipment. The Tampa Kitchen houses two double stack ovens, two tilt skillets, gas grill and range, flat top grill, rotating oven, Irinox Blast Chiller and large walk-in refrigerator and freezer.

Our Orlando facility has underground propane and all propane needed for the on-site

operations will be bottled. We have access to substantial portable water bladders and stored pallets of potable water, which will provide clean water should we encounter problems with city supplied water. We have our own facilities on-site that provide gasoline and diesel fuel for our vehicles.

In the unlikely circumstance that operation and delivery of service is not capable from the Orlando commissary, we are prepared to fully serve and execute the contract from our Tampa operation. Our Tampa operation also allows us to obtain additional equipment, staff and resources.



# RELEVANT EXPERIENCE

Puff 'n Stuff Catering has the capabilities to perform the scope of the work required for this project and we gained valuable experience with hurricanes over the years. We own the equipment, workspace and cold storage necessary to execute preparation of meals from our Orlando commissary and alternatively, our Tampa commissary if needed.

Now over 200 team members strong, Puff 'n Stuff Catering is recognized as an award-winning international leader in our industry. Passionately Perfecting Life's Celebrations is what we do!

Puff 'n Stuff has an extensive preparedness plan in place with our vendors for procurement of food and other supplies. We are part of a national buying group and have a long standing relationship with Sysco Foods which provides our ingredients. Given that we have two office locations, we are currently serviced by Sysco Ocoee for our Orlando operations and Sysco West Coast for our Tampa operations. We can draw from both locations as well as other Sysco warehouses around the country. Sysco was completely operational during the past hurricane seasons and provided unwavering support. This partnership is critical during these extreme times and the leadership at Sysco is ready to respond as demand dictates.

## CURRENT DISASTER RELIEF CONTRACTS

01 ORLANDO UTILITIES COMMISSIONS

02 CITY OF NEW SMYRNA BEACH

03 CITY OF WINTER PARK

04 CITY OF PALM BAY

# RELEVANT EXPERIENCE:

## ORLANDO UTILITIES COMMISSION



Puff 'n Stuff Catering has performed work for Central Florida First Responders during each active hurricane season since 2004.

Orlando Utilities Commission (OUC) is one of our largest clients for Disaster Relief. In 2017, during the last major hurricanes, we serviced over 5,000 meals per day (breakfast, lunch, dinner) for over 14 days in a row in 3 different locations for OUC. We supplied a variety of meals including a hot breakfast buffet, boxed lunch, hot lunch, hot dinner buffet, and assorted beverages.

Mealtimes were staggered and lasted from 6am – 10pm. A Supervisor and Lead Culinary were scheduled for each meal period, along with any supporting staff that was needed. Similar work was performed simultaneously for other Disaster Relief contracts totaling over 7,000 meals per day.

*\*Please see following pages for an example of one location's meals for a day.*

Date: 9/15/2017 - Friday

Client: OUC

Party Name: OUC Emergency Services Day 8

Event Type: Emergency Services

### EVENT SITE DETAILS

Event Site Location: OUC- Pershing Service Center/Emergency Services - 6003 Pershing Avenue Orlando, Florida 32822 -

Go through the guard gate - let them know you are with Puff 'n Stuff

Engineering Building: Make immediate right once you go through guard gate and this will be the first building

ICC Building: Go past engineering building and the parking garage

\*EVENT TAKES PLACE IN ENGINEERING BUILDING UNLESS OTHERWISE NOTED

### TIMELINE

#### **Breakfast - Full Service - Buffet (800)**

Departure	Arrival on Site	Event Start	Event Concludes	Breakdown Completes
3:00 am	4:00 am	6:00 am	9:00 am	10:00 am

#### **Boxed Lunch - Full Service - Buffet (800)**

Departure	Arrival on Site	Event Start	Event Concludes	Breakdown Completes
3:00 am	4:00 am	6:00 am	9:00 am	10:00 am

#### **Hot Lunch - Full Service - Buffet (100)**

Departure	Arrival on Site	Event Start	Event Concludes	Breakdown Completes
3:00 am	4:00 am	6:00 am	9:00 am	10:00 am

#### **Dinner - Full Service - Buffet (800)**

Departure	Arrival on Site	Event Start	Event Concludes	Breakdown Completes
5:00 pm	6:00 pm	7:00 pm	10:00 pm	11:00 pm

QTY

### MENU & INCLUSIONS

Allergy Information: potential peanut / cashew allergies

#### **Breakfast - Full Service - Buffet (800)**

(800)

#### **BREAKFAST BUFFET 6:00 - 9:00**

Engineering - 800 guests | ICC - 100 guests

(480)

WESTERN SCRAMBLED EGGS  
ham, onions, and peppers

(480)

SCRAMBLED EGGS  
shredded cheddar on the side

(960)

BREAKFAST POTATOES  
sweet bell peppers & onions, offered with ketchup

(960)

BREAKFAST SAUSAGE LINKS (2 per)

(960)

CRISP APPLEWOOD SMOKED BACON (4 per)

(480)

ASSORTED INDIVIDUAL CEREALS

(480)

TOAST  
assorted jellies and butter

(480)

FRESH FRUIT CUP

- (960) **BUFFET DISPLAY**  
with premium disposable plastic ware, plates, and disposable napkins; the buffet presentation is draped with disposable linen, set up on tables provided by PnS, with salt and pepper, all serving equipment, and to go containers \*no styrofoam can be used in any part of event\*

**Boxed Lunch - Full Service - Buffet (800)**

- (800) **BOXED LUNCH 6:00 - 9:00**  
Engineering for 800 guests  
Crew will take boxed lunch with breakfast we they will not return to center for lunch
- (960) **ASSORTED SANDWICHES & WRAPS**  
plain with only meat, with the condiments on the side to include cheese, lettuce, tomato
- (960) **ASSORTED CHIPS**
- (960) **CLASSIC RED SKINNED NEW POTATO SALAD**
- (960) **CHEF'S CHOICE OF FRESH COOKIES**  
selection of the following favorites: chocolate chip, M&M, oatmeal raisin, peanut butter cookies
- (480) **BOWL OF SEASONAL WHOLE FRUIT**  
apples, bananas, oranges, grapes
- (960) **BOXED LUNCH INCLUSIONS**  
presented in a clear plastic box, with packages of disposable utensils and napkins

**Hot Lunch - Full Service - Buffet (100)**

- (100) **HOT LUNCH BUFFET**  
ICC for 100 pax
- (100) **CHEF'S CHOICE SALAD**
- (120) **CHICKEN POT PIE**
- (120) **CHEF'S CHOICE DESSERT**
- (120) **BUFFET DISPLAY**  
with premium disposable plastic ware, plates, and disposable napkins; the buffet presentation is draped with disposable linen, set up on tables provided by PnS, with salt and pepper, all serving equipment, and to go containers \*no styrofoam can be used in any part of event\*

**Dinner - Full Service - Buffet (800)**

- (800) **DINNER BUFFET 7:00 - 9:00**  
Engineering - 800 guests | ICC - 100 guests
- (480) **GARDEN SALAD**  
with tomatoes, carrots, cucumber, ranch and balsamic vinaigrette
- (960) **ARTISAN BREAD, ROLLS, CRACKERS**  
butter
- (960) **FRIED CHICKEN**
- (960) **CHICKEN FRIED STEAK**
- (960) **MASHED POTATOES**  
sour cream, butter and country gravy
- (800) **PEAS AND CARROTS**
- (800) **BRUSSELS SPROUTS**
- (960) **CHEF'S CHOICE ASSORTED DESSERT**
- (960) **BUFFET DISPLAY**  
with premium disposable plastic ware, plates, and disposable napkins; the buffet presentation is draped with disposable linen, set up on tables provided by PnS, with salt and pepper, all serving equipment, and to go containers \*no styrofoam can be used in any part of event\*

**Breakfast - Full Service - Buffet (800)**

**BREAKFAST BEVERAGES 6:00 - 9:00**

Engineering - 800 guests | ICC - 100 guests

- (960) COFFEE STATION  
using disposable insulated cups and lids, colombian regular & decaf coffee, individual creamers and assorted sweeteners
- (960) ASSORTED JUICES  
orange, grapefruit, and apple juice
- (1080) BOTTLED SPRING WATER
- (960) MILK

**Boxed Lunch - Full Service - Buffet (800)**

**LUNCH BEVERAGES 6:00 - 9:00**

Engineering for 800 guests

Crew will take lunch beverages with breakfast we they will not return to center for lunch

- (960) BOTTLED SPRING WATER
- (960) COFFEE STATION  
using disposable insulated cups and lids, colombian regular & decaf coffee, individual creamers and assorted sweeteners
- (960) GATORADE  
presented in a dispenser with plastic cups, ice and all necessary serving equipment
- (960) ASSORTED TEA AND LEMONADE  
\*must be in an individual container for crew to take with them

**Hot Lunch - Full Service - Buffet (100)**

**LUNCH BEVERAGES**

ICC for 100 pax

- (120) BOTTLED SPRING WATER
- (120) COFFEE STATION  
using disposable insulated cups and lids, colombian regular & decaf coffee, individual creamers and assorted sweeteners
- (120) GATORADE  
presented in a dispenser with plastic cups, ice and all necessary serving equipment
- (120) ASSORTED TEA AND LEMONADE  
\*must be in an individual container for crew to take with them

**Dinner - Full Service - Buffet (800)**

**DINNER BEVERAGES 6:00 - 9:00**

Engineering - 800 guests | ICC - 100 guests

- (960) GATORADE  
presented in a dispenser with plastic cups, ice and all necessary serving equipment
- (960) ICED TEA AND LEMONADE  
presented in dispensers along with assorted sweeteners and appropriate plastic cups and ice
- (960) COFFEE STATION  
using disposable insulated cups and lids, colombian regular & decaf coffee, individual creamers and assorted sweeteners
- (960) BOTTLED SPRING WATER

## SERVICE PERSONNEL

Service Personnel	#	
Event Chef	3	Our professionally trained and appropriately attired service staff is committed to providing the level of detail that will ensure your event is a memorable occasion.
Lead Event Chef	1	
Server	3	We realize that sometimes your party is going so well that you do not want it to end. Our staff would be happy to keep things going past 9:00:00 AM and you will be invoiced the additional time at a rate of \$35 per hour, per service person.
Supervisor	1	
Event Chef	3	
Lead Event Chef	1	
Server	3	
Supervisor	1	

## EQUIPMENT

### **Breakfast - Full Service - Buffet (800)**

<b>PnS is responsible for providing necessary food, beverage, and set up tables. Tables will remain on-site</b>	0	\$0.00	\$0.00
BLACK POLY 90 INCH X 132 INCH (6FT BOX)	10	\$0.00	\$0.00
BLACK POLY 90 INCH X 156 INCH (8FT BOX)	2	\$0.00	\$0.00

### **Hot Lunch - Full Service - Buffet (100)**

<b>PnS is responsible for providing necessary food, beverage, and set up tables. Tables will remain on-site</b>	0	\$0.00	\$0.00
BLACK POLY 90 INCH X 132 INCH (6FT BOX)	4	\$0.00	\$0.00

### **Dinner - Full Service - Buffet (800)**

BLACK POLY 90 INCH X 132 INCH (6FT BOX)	13	\$0.00	\$0.00
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**Notes:** Day 8 of services for OUC. Menus for Day 2. Breakfast & lunch delivered together, dinner delivered separately

**Pershing Engineering 800 guests | Pershing ICC 100 guests \*these will be delivered together**

Provide mobile kitchen or cook on site when necessary

Service personnel will wear hair nets and plastic gloves when serving foods

Containers should be provided to furnish napkins, utensil, condiments, etc - **(salt, pepper, forks, knives, spoons)**

PnS provides power cabling for use with their equipment. If chafing dishes used provide extra sterno.

Leftover food items to be packaged and given to OUC Meal Coordinator no leftovers shall be served from the prior day / **PLEASE PROVIDE EXTRA TOGO BOXES - NO STYROFOAM AT ALL!!!!**

No soda

Meal times will be staggered to accommodate groups over 250

OUC to provide back up generators, water, ice, and outlets for cooking

A commercial kitchen with stainless steel counters, sinks, and equipment. A red bucket is on the left counter, and a tray of food is on the right counter. A sign on the wall says "NEXT WEEK".

# **SANITATION & PROTOCOLS**

# SAFETY MANAGEMENT



The safety of our employees and guests is a top priority for Puff 'n Stuff Catering. We take our commitment and responsibility to preserve the sanitation and safety of our food and beverage products seriously and we incorporate extensive protocols into the preservation of clean work environments, security of our employees, clients and guests as well as continually looking for new ways to maintain and improve on our sanitation and food preparation standards.

We have a variety of equipment that helps to ensure food is kept at a safe temperate during transportation and while at an event. We have 40+ insulated Cambro trams, ice pack sheets, refrigerated box trucks, and hot boxes - to guarantee cold food is kept cold and hot food is kept hot. Additionally, our Orlando Commissary has a USDA certified/inspected Ready-To-Eat facility, where we prepare all Grab-n-Go retail sandwiches, wraps, and salads.

We have a robust Food Safety Management Plan that includes Sanitation Standard Operating Procedures, Training Standard Operating Procedures (which includes food safety topic debriefing - weekly, monthly, and quarterly, and food safety refresher courses annually), HACCP Plan, and a vigorous Pest Control program through Eco-Lab.

The Food Safety Management Plan is overseen by an in-house manager who is both HACCP (Hazard Analysis Critical Control Point – USDA) and PCQI (Preventative Controls Qualified Individual – FDA) Certified.

In addition to the preventive maintenance plans in place at most locations, several standard operating procedures are implemented to ensure that:

- Training in food safety procedures
- Food is received from approved sources
- Food is managed so that the safety and integrity of the food is protected from the time of its delivery throughout its storage, preparation, and transportation to the point of sale or service to the consumer
- Potentially hazardous food is maintained — including freezing, cold holding, cooking, hot holding, cooling, reheating, preparation, and serving—in conformance with the temperature and time requirements specified by ServSafe
- Ware washing is effective (This includes assurance that the chemical solutions and exposure times necessary for cleaning and sanitizing utensils and food-contact surfaces of equipment are provided as specified by ServSafe practices.)
- Required records are retained for inspection



# SAFE FOOD HANDLING

Puff 'n Stuff Catering makes it a standard practice that gloves must be worn when handling raw products that will not be cooked or when handling cooked products that will not be reheated. There is no substitute for properly practiced hand-washing techniques, but the use of plastic gloves can provide an effective barrier to the transmission of food borne illness. It is important to use the following guidelines to prevent potential cross-contamination:

- Wash hands thoroughly before putting on gloves.
- Change gloves at any point when you would normally wash your hands (e.g., when they are dirty or when moving from handling raw products to cooked food items).
- Wash hands and replace gloves after using the rest rooms.
- Throw away dirty gloves when leaving work area.
- Wash hands and put on new gloves prior to returning to work.
- After using gloves, always wash hands. This will assist in eliminating bacteria that grow in the warm, damp environment provided by gloves.
- Indemnification agreements and certificates of insurance, as applicable, will be completed and provided by all subcontractors, caterers, and third parties bringing food into Puff 'n Stuff Catering operated facilities.
- ServSafe training and certifications

The background image is a scenic view of a lake. In the foreground, there are trees with green and yellowing leaves, some with Spanish moss hanging from them. A wooden pier with a railing extends into the water on the left side. The water is calm, and a small sailboat is visible in the distance. The sky is clear and blue. A central white rectangular box with a gold border contains the text "OPERATION PLAN".

# **OPERATION PLAN**

# DESCRIPTION OF APPROACH

Should you award us this contract, we will prepare the meals in our Orlando commissary and deliver the food to the various Lake County service locations. We ensure all meals will be delivered on-site within the negotiated time frame.

We will take measures with Sysco to ensure the products needed to create your menus are available. Through their vast supply network, they can supply us with our needs throughout the state. We also have long-lasting relationships with numerous other major rental companies throughout the state which have the ability to support any equipment needs we might require over and above our current inventory of portable kitchen equipment.

Food safety and handling are an important consideration when reviewing the capabilities of a catering firm for this type of service. Transporting food in the quantities you have requested requires extensive refrigeration to avoid bacteria growth. We currently own 12 refrigerated box trucks, insulated cambros, and multiple passenger vans to transport staff. We also have several refrigerated trailers reserved to stage foods during high-volume production. Off-premise catering is our primary focus, offering years of experience handling food and service in the most remote of locations.





Regarding mealtimes, we are flexible to the needs of your emergency staff. If needed, we can plan staggered start times for meals. It is our goal to serve your staff in a proven, efficient manner which nourishes them so they can continue the very important work of serving Toho in its time of need. Our experienced team is well versed in managing off-site catering, adapting to new environments, and maintaining sensitivity to the needs of our clients.

We will be assigning one of our Supervisors and Culinary Lead for each location. Supervisors provide the direction and execution of off premise events monitoring staff performance, making recommendations on personnel actions and procedures, and determining the most efficient utilization of personnel and on-site equipment. The Culinary leads assign tasks on site such as retrieving food and information from the Chefs at the commissary, creating the off-site kitchen, organizing stations and setting up a method for HACCP requirements and executing of on-site meals. Supervisors and Culinary leads are our most experienced team members. In addition, Senior Management will also be available to assist. We will provide sufficient staffing based on the number of guests and the complexity of service style.

In our commitment to serve our community, we have developed an initiative to meet the needs of the changing times. Our staff will adhere to the new protocols set in place post Covid-19 and all meals will be prepared and served as individual portions.

# DELIVERY LOCATIONS



## LOCATIONS

Services shall be performed at:

**Emergency Operations Center**

Tavares, FL

**Dispatch Center**

Tavares, FL

**Other Emergency Support Facilities**

Various Locations

## MEAL TIMES

Food services shall be available for the requested serving times

**Hot Breakfast**

6:00 AM till 8:00 AM

**Boxed Lunch**

12:00 AM till 2:00 PM

**Hot Dinner**

6:00 PM till 8:00 PM

**Midnight Cold Lunch & Snack**

11:00 PM till 1:00 AM



# **SAMPLE MENUS & PRICING**



# BREAKFAST SAMPLE MENU



DAY 1	DAY 2	DAY 3	DAY 4	DAY 5	DAY 6	DAY 7
<b>Hot Breakfast:</b> (2) Egg and Cheese Folded Omelet, Pepper & Onion Breakfast Potatoes, Bacon, Sausage, Biscuit	<b>Hot Breakfast:</b> Bacon, Egg, and Cheese English Muffin, Hashbrowns	<b>Hot Breakfast:</b> Meat Lover's Frittata - eggs, bacon, sausage, ham, potatoes, cheddar	<b>Hot Breakfast:</b> Western Scramble with Eggs, Ham, Pepper & Onion, and Breakfast Potatoes	<b>Hot Breakfast:</b> Chicken Sausage, Egg, Cheese Breakfast Pocket, Hashbrown Patties	<b>Hot Breakfast:</b> Chorizo Breakfast Burrito, Pepper & Onion Breakfast Potatoes, Bacon	<b>Hot Breakfast:</b> Hashbrown Casserole - Eggs, Sausage, Spinach, Mushrooms, Cheese, Shredded Hashbrowns
Dispenser Drinks: Regular and Decaffeinated Coffee, Orange Juice	Dispenser Drinks: Regular and Decaffeinated Coffee, Orange Juice	Dispenser Drinks: Regular and Decaffeinated Coffee, Orange Juice	Dispenser Drinks: Regular and Decaffeinated Coffee, Orange Juice	Dispenser Drinks: Regular and Decaffeinated Coffee, Orange Juice	Dispenser Drinks: Regular and Decaffeinated Coffee, Orange Juice	Dispenser Drinks: Regular and Decaffeinated Coffee, Orange Juice
<b>Additional Breakfast Add-ons: Breakfast Breads, Pastries, Cereal and Milk, Fruit Cups, Whole Fruit, Yogurt, Bagels, Muffins - Grab &amp; Go</b>						
<b>\$26.00</b>						

# LUNCH

## SAMPLE MENU



LUNCH						
DAY 1	DAY 2	DAY 3	DAY 4	DAY 5	DAY 6	DAY 7
Boxed Lunch/Midnight Meal:	Boxed Lunch/Midnight Meal:	Boxed Lunch/Midnight Meal:	Boxed Lunch/Midnight Meal:	Boxed Lunch/Midnight Meal:	Boxed Lunch/Midnight Meal:	Boxed Lunch/Midnight Meal:
Assorted selection of sandwiches with meat (turkey, ham, beef) and cheese on a variety of breads or rolls, with condiment packets and tomatoes and lettuce on the side. Side item of pasta or potato salad. Bag of chips, cookies and whole fruit.	Assorted selection of sandwiches with meat (turkey, ham, beef) and cheese on a variety of breads or rolls, with condiment packets and tomatoes and lettuce on the side. Side item of pasta or potato salad. Bag of chips, cookies and whole fruit.	Assorted selection of sandwiches with meat (turkey, ham, beef) and cheese on a variety of breads or rolls, with condiment packets and tomatoes and lettuce on the side. Side item of pasta or potato salad. Bag of chips, cookies and whole fruit.	Assorted selection of sandwiches with meat (turkey, ham, beef) and cheese on a variety of breads or rolls, with condiment packets and tomatoes and lettuce on the side. Side item of pasta or potato salad. Bag of chips, cookies and whole fruit.	Assorted selection of sandwiches with meat (turkey, ham, beef) and cheese on a variety of breads or rolls, with condiment packets and tomatoes and lettuce on the side. Side item of pasta or potato salad. Bag of chips, cookies and whole fruit.	Assorted selection of sandwiches with meat (turkey, ham, beef) and cheese on a variety of breads or rolls, with condiment packets and tomatoes and lettuce on the side. Side item of pasta or potato salad. Bag of chips, cookies and whole fruit.	Assorted selection of sandwiches with meat (turkey, ham, beef) and cheese on a variety of breads or rolls, with condiment packets and tomatoes and lettuce on the side. Side item of pasta or potato salad. Bag of chips, cookies and whole fruit.
Individual Drinks: Bottled Water	Individual Drinks: Bottled Water	Individual Drinks: Bottled Water	Individual Drinks: Bottled Water	Individual Drinks: Bottled Water	Individual Drinks: Bottled Water	Individual Drinks: Bottled Water
\$18.00						

# DINNER

## SAMPLE MENU



DINNER						
DAY 1	DAY 2	DAY 3	DAY 4	DAY 5	DAY 6	DAY 7
Hot Dinner:	Hot Dinner:	Hot Dinner:	Hot Dinner:	Hot Dinner:	Hot Dinner:	Hot Dinner:
BBQ Ribs, Mac-n-Cheese, Two Vegetables, Garden Salad, Bread, Dessert	Barbacoa Beef, Mexican Rice, Two Vegetables, Garden Salad, Tortilla, Dessert	Beef Meat Loaf, Mashed Potatoes, Two Vegetables, Garden Salad, Bread, Dessert	Salisbury Steak, Mashed Potato, Two Vegetables, Garden Salad, Bread, Dessert	Chicken Quarters, Roasted Red Potato, Two Vegetables, Garden Salad, Bread, Dessert	Meat Lasagna, Two Vegetables, Garden Salad, Breadsticks, Dessert	Latin-Style Roast Pork, Yellow Rice, Two Vegetables, Garden Salad, Bread Dessert
Dispenser Drinks: Regular and Decaffeinated Coffee, Ice Tea and Lemonade	Dispenser Drinks: Regular and Decaffeinated Coffee, Ice Tea and Lemonade	Dispenser Drinks: Regular and Decaffeinated Coffee, Ice Tea and Lemonade	Dispenser Drinks: Regular and Decaffeinated Coffee, Ice Tea and Lemonade	Dispenser Drinks: Regular and Decaffeinated Coffee, Ice Tea and Lemonade	Dispenser Drinks: Regular and Decaffeinated Coffee, Ice Tea and Lemonade	Dispenser Drinks: Regular and Decaffeinated Coffee, Ice Tea and Lemonade
\$30.00						

# BEVERAGES & SNACKS

## SAMPLE MENU



### BULK BEVERAGES AND SNACKS

Individually Packaged Bulk Snacks - By the Case	Unit	Case Count	Sell Price
Plain Chips	CS	70	\$ 37.80
Sun Chips	CS	104	\$ 39.52
Peanuts	CS	144	\$ 63.36
Granola Bars	CS	96	\$ 48.00
Chex Mix	CS	60	\$ 49.20
Pretzels	CS	88	\$ 56.32
Individual Canned/Bottled Beverages - By the Case	Unit	Case Count	Sell Price
Soft Drinks	CS	24	\$ 26.88
Bottled Water	CS	24	\$ 10.56
Power Drinks	CS	24	\$ 40.08
Assorted Iced Tea	CS	12	\$ 29.52