

City of North Port

Response to RFP No. 2025-14

Emergency Feeding and Catering Services

SUBMITTED ON August 8, 2025

CONTACT

TRACY VESSILLO | PRESIDENT

239-913-7109

tracy@puffnstuff.com

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Response to RFP No. 2025-14
Emergency Feeding and Catering Services
City of North Port
Finance Department - Purchasing Division
Geoff Thomas, Contract Administrator II
4970 City Hall, 3rd Floor, Suite 337
North Port, FL 34286

To Whom it may concern,

Thank you for the opportunity to submit this proposal to provide Emergency Feeding and Catering Services to the City of North Port. This letter is to advise that we clearly understand the agreement sought by the City and fully agree to perform the scope of services required.

Puff 'n Stuff Catering has built an unsurpassed reputation for service and quality in Central Florida and Florida's West Coast, and we look forward to providing our services to the City of North Port by way of this opportunity. We have the experience and expertise to handle the complex demands and needs during emergency situations and it is our goal to serve everyone in a proven, efficient manner which nourishes them so they can continue the very important work of serving our communities in times of need.

On behalf of the entire Puff 'n Stuff Catering team, we sincerely appreciate this opportunity to provide Emergency Feeding and Catering Services to the City of North Port. This document highlights our experience, capabilities, menu offerings, pricing, and previous client examples.

We look forward to hearing from you soon.

The principal person listed below is the authorized contact concerning this proposal and possesses the qualifications and experience necessary to provide quality food services to the City of North Port.



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

An aerial photograph of a coastal area. On the left, there is a wide, sandy beach with a few people walking. To the right of the beach is a residential neighborhood with many houses and trees. In the background, there is a large body of water under a clear blue sky with a few clouds. A semi-transparent white box with a dark border is overlaid on the top half of the image, containing the text 'TAB 1 Qualifications'.

TAB 1

Qualifications



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 Emergency Service Operations in 2004.

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

JACKSONVILLE COMMISSARY:

Address: 919 King Street, Jacksonville , FL 32204

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

PRIMARY CONTACT:

Tracy Vessillo, President

tracy@puffnstuff.com

239.913.7109

OUR COMPANY



Since 1980, Puff ‘n Stuff Catering has built an unsurpassed reputation for service and quality in Central Florida and Florida’s West Coast. As the largest off-premise catering company in Orlando and Tampa, our ability to provide quality products and services is evident in our track record. We are proud of our preferred status with Armature Works, Tampa River Center, Powel Crosley Estate, The Ringling Museum and many other venues across Central Florida and Florida’s West Coast.

From the smallest intimate dinner parties, to corporate functions, grand banquets, barbecues, celebrations, weddings, disaster relief, and venue management, Puff ‘n Stuff Catering provides all of your catering needs with elegance, imagination and style. With a team of trained and seasoned bartenders, we are equipped to service alcohol-related needs on any event.

With over 45 years of event catering experience, Puff ‘n Stuff Catering achieved its status largely in part to one word: Innovation. Innovation is what drives our business and our team members and separates us from our competitors. This is demonstrated by everything from our Special Event Planners and expert Chefs to our state-of-the-art commissaries.

Our ability to retain customers, earn referrals and generate new business continues to drive the projected growth of our company. Our innovation and creativity demonstrates the difference between Puff ‘n Stuff Catering and our competitors.

Our Culinary, Sales, and Operations departments are members of several industry organizations which promote a cross-pollination of event production, culinary and service ideas.

Our award-winning team enjoys creating exciting recipes and culinary experiences. We offer a variety of cuisine options including continental, American, ethnic, vegetarian, and can accommodate any dietary restriction with style. Presentation is a priority to our chefs and we take great care to select vessels and service ware that inspire. Fresh, high quality cuisine is our passion and it’s our goal to bring creative food to the forefront of each event.

Our service styles include plated options, interactive chef bars, traditional and hybrid buffets, butler-passed services, and pickup/delivery. We have extensive experience servicing both large and small-scale events at numerous venues. We have the expertise to handle every detail of the event, from site coordination, to rentals, to securing service staff. Our clients can rely on us to passionately perfect life’s celebrations.

Puff ‘n Stuff Catering is a Florida based limited liability corporation owned by Warren Dietel. Over our 45-year tenure, we have worked hard to develop a world-class reputation by providing restaurant-quality cuisine, impeccable service, and creating unique events for discerning clients.

OUR EXPERIENCE



Our team has been serving people in Florida for over 45 years and we are committed to helping our communities in times of need. We have the experience and expertise to handle the complex demands and needs during emergency situations and it is our goal to serve everyone in a proven, efficient manner which nourishes them so they can continue the very important work of serving our communities in times 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 also own the equipment, workspace and hot & cold storage necessary to operate and produce emergency food services during a disaster including 12 refrigerated box trucks, onsite propane and gas and all the equipment needed to set up a portable kitchen and serve a large quantity of people.

We have taken dramatic measures to make sure we're prepared to provide emergency services during any situation including reinforced commissary buildings, access to potable water bladders and pallets of potable water, the purchase of necessary operational

equipment, and priority relationships with food vendors to ensure the availability of raw food product.

Our team provides emergency food assistance and services for local non profit, fire fighters, governmental organizations, hospitals, hurricane relief and natural disasters, front-line workers, recovery crew, fire fighters, first responders and more in Orlando, Tampa, Sarasota, Jacksonville, and beyond.

In times of crisis, our experienced emergency team has the ability to prepare food in our kitchen or on-site to deliver large volumes of meals on a short notice during a disaster or emergency situation. You can rely on us to be your one call solution for emergency food services. We can produce and deliver hot buffets, boxed meals and shelf-stable meal kits in large quantities to support the City of North Port.

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 and emergency situations over the years.

OUR EMPLOYEES



Puff 'n Stuff Catering has over 200 employees and we are actively recruiting for more on a regular basis given the nature of our business. We are committed to providing positive and competitive financial compensation to ensure that we secure the best possible talent and company representation.

We also have dedicated events staff who are committed to providing quality services at every event.

During our hiring process, we inform all candidates that we have multiple Emergency Relief Contracts throughout the State of Florida, and that part of their role is participating (when able) in servicing these contracts.

In times of Disaster, we have an "all hands on deck" approach, and we rally as a company to prepare and execute.

We also open up the office portion of our commissaries to the employees, should they need a safe space to stay during a fore-warned emergency.

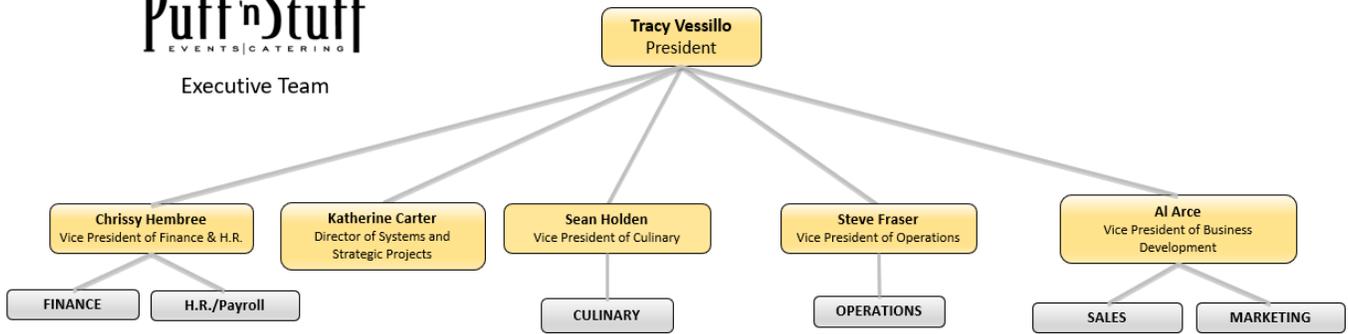
STANDARD REQUIREMENTS FOR ONSITE TEAM:

- 2 years of fine dining, or catering service experience, preferably in a high volume operation commensurate with experience and leadership abilities
- Ability to regularly lift, move, and carry up to 50lbs (each shift will begin with unloading necessary equipment for the event and reloading at the conclusion of an event)
- Fluent in English, exhibiting basic written communication skills
- Positive interpersonal skills
- Reliable transportation to and from locations throughout Central Florida or Tampa Bay
- Pass a background check
- Have a flexible schedule
- Must work in a smoke-free environment
- Exhibits a neat and clean appearance consistent with a professional image at all times - following the proper dress code
- Interact with clients, guests and other vendors to provide friendly and superior service

ORGANIZATIONAL STRUCTURE



Executive Team



Tracy Vessillo and Katherine Carter will be the primary contacts for the City of North Port.

Tracy Vessillo
President
Tracy@puffnstuff.com
239.913.7109

Katherine Carter
Director of Systems and Strategic Projects
Kat@puffnstuff.com
407.616.1679
24/7 Contact



TRACY VESSILLO *President*

Tracy spent his first years with Compass Group as an Executive Chef for Flik International providing service to many prestigious firms in New York City. His well rounded culinary background is what gave Tracy the platform to grow from Executive Chef to Foodservice Director to District Manager in a short period of time. From here, he was given the rewarding task of leading operations for disaster relief services when many folks were left without food and shelter as a result of Hurricanes Katrina, Rita and Wilma. With a successful outcome, Tracy was given the role of Vice President for Outtakes, Compass' retail business solution. Growing that business \$80M in two short years, Tracy was then given the responsibility of all retail development and operations, representing \$500M for Compass Group.

Compass then asked Tracy to take over their Eurest, B&I division in the Gulf States. As a regional vice president, Tracy grew that revenue from \$53M to \$98M in 3 short years. In May of 2017, he moved to Los Angeles to take over as president of Wolfgang Puck Catering. Tracy put \$50M in the new business pipeline for Wolfgang just before Covid hit. Since then, \$35M of the \$50M has been closed on.

The diverse and successful path of Tracy's career gives him the pleasure of taking on a president's role with Puff n' Stuff Catering where he is ready to continue his positive influence on revenue growth, team building and overall leadership.



STEVE FRASER

Vice President of Operations

Steve Fraser is a seasoned senior executive with over two decades of leadership experience across restaurant, catering, retail, and business development sectors. Known for his strategic vision and hands-on operational excellence, Steve has managed portfolios exceeding \$500M, led high-profile hospitality events including The Oscars and Star Wars premieres, and spearheaded the U.S. expansion of global brands.

Steve's long-standing tenure with Compass Group North America saw him in multiple executive roles, notably as Regional Vice President at Wolfgang Puck Catering and Vice President of Operations at Eurest. His portfolio included managing operations at iconic venues like LA Live and Hollywood & Highland, as well as directing large-scale disaster relief efforts and high-volume food service programs across the Gulf States and Puerto Rico.

Steve combines deep industry expertise with a passion for team empowerment, cutting-edge design, and customer-first service delivery. He holds numerous certifications and is recognized for driving profitability, innovation, and long-term client partnerships.

In his current role as Vice President of Operations, Steve is focused on branding Puff 'n Stuff Catering throughout the Orlando, Tampa, and Jacksonville businesses. Focusing on growth to South Florida in the next year.

Steve Fraser | C: (321) 363-6987 | stevef@puffinstuff.com



SEAN HOLDEN

Vice President of Culinary

Sean Holden is a seasoned culinary leader with a deep background in both high-end hospitality and large-scale catering operations. With roots in hotel kitchens and luxury property service, he brings a layered understanding of guest experience, logistical execution, and elevated food programming.

In his current role as Vice President of Culinary and Commissary Services, Sean leads multi-market culinary operations across event, retail, and commissary platforms. He is responsible for driving system-wide consistency, operational efficiency, and culinary innovation, with a strong focus on structure, team leadership, and scalable excellence.

Sean's approach balances creativity with control—blending scratch cookery and thoughtful sourcing with engineered workflows and cost accountability. He has developed internal systems that streamline production and service across distributed facilities, and played a key role in reimagining deliverable and hybrid models that have since become core offerings.

Known for his ability to move seamlessly between ground-level execution and strategic planning, Sean brings clarity, pace, and elevated outcomes to complex culinary environments—whether building out operational platforms, refining food programs, or supporting full-service activations under pressure.

Sean Holden | O: (813) 580-8366 | sholden@puffinstuff.com

Onsite Service Personnel

Event Supervisor:

Our Event Supervisors are our most experienced and well-rounded team members on events. They typically have both Front of House and Back of House experience and help to direct the service and culinary teams on an event. The Supervisor also works with the Special Event Planner to make sure they understand the client's vision for an event and can successfully bring that vision to life.

Lead Event Chef:

Our Lead Event Chefs are our most experienced culinary team members on events. They are well-versed in our menu, time management, different service styles, food safety and allergens. They are also responsible for directing the Event Chefs.

Event Chefs:

Our Event Chefs assist in all aspects of off-site food preparation, including: heating, assembling, plating, running, cleaning, etc. Event Chefs take direction from the Lead Event Chef.

Servers:

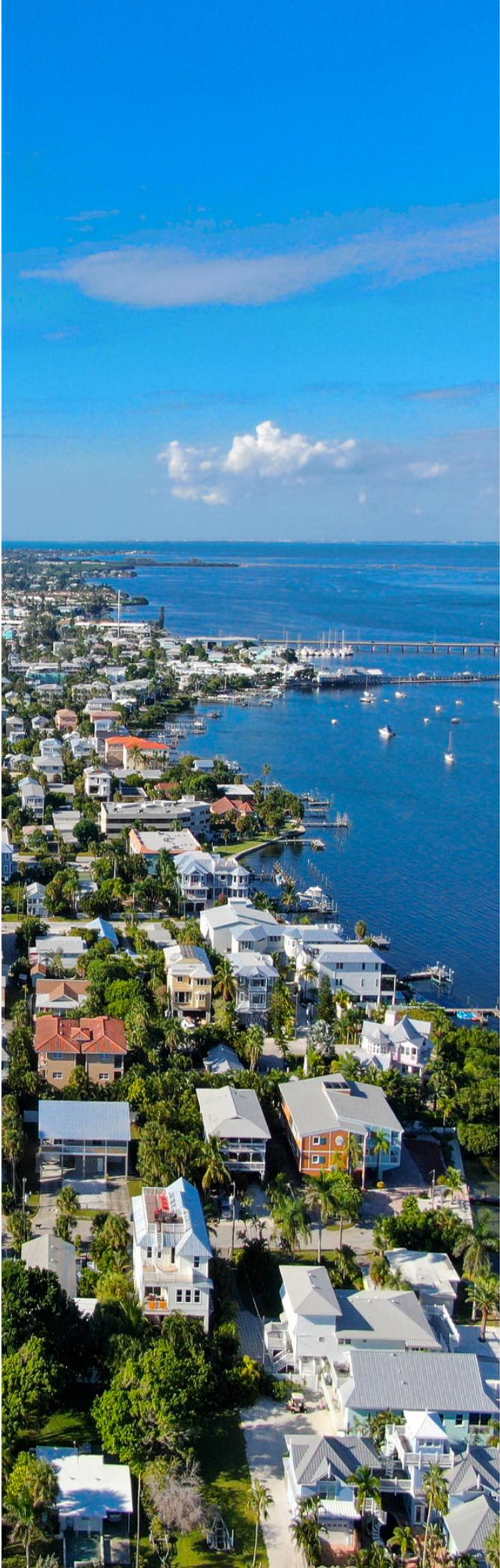
Our servers are responsible for all of Front of House aspects of an event. They assist with passing hors d'oeuvres, bussing, greeting guests, keeping buffets tables neat and clean, and warm, but professional interactions. Servers take direction from the Event Supervisor.



An aerial photograph of a coastal residential neighborhood. The houses are densely packed, with many featuring blue roofs. The area is surrounded by lush green trees and vegetation. In the background, the ocean is visible under a bright blue sky with scattered white clouds. A large, semi-transparent white rectangular box is centered over the middle of the image, containing the text for this tab.

TAB 2

Company Relevant Experience and References



RELEVANT EXPERIENCE

Over the years, we have gained valuable experience when providing emergency food services under various contracts during the past hurricanes and other emergency situations. We have long-lasting relationships with numerous major food vendors and rental companies throughout the state which have the ability to support with any food, equipment or additional resources needed.

Puff 'n Stuff Catering is 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 operation. 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.

With over 200 team members we can provide a variety of food services at different locations, all executed at the same time. Our emergency team is ready to mobilize and provide quick response and recovery food support with only 24 hours of notice before, during and after a disaster.

CURRENT DISASTER RELIEF CONTRACTS

- 01 ORLANDO UTILITIES COMMISSIONS
- 02 CITY OF TAMPA
- 03 KISSIMMEE UTILITY AUTHORITY
- 04 CITY OF PALM BAY

Puff 'n Stuff Catering understands that the City of North Port has the right to evaluate our past performance with the City, and feels confident that if service has been provided to the City, it was with good standing.

RELEVANT EXPERIENCE

Puff 'n Stuff Catering has over 20 years of experience providing emergency food services and we have secured and fulfilled numerous contracts in Central Florida and Florida's West Coast.

Since 2004, we have provided emergency food services to Central Florida First Responders during each active hurricane season.

Orlando Utilities Commission (OUC) is one of our largest clients for Disaster Relief.

Orlando Utilities Commission

100 W Anderson Street, Orlando, FL 32801

Catering for Catastrophic Events

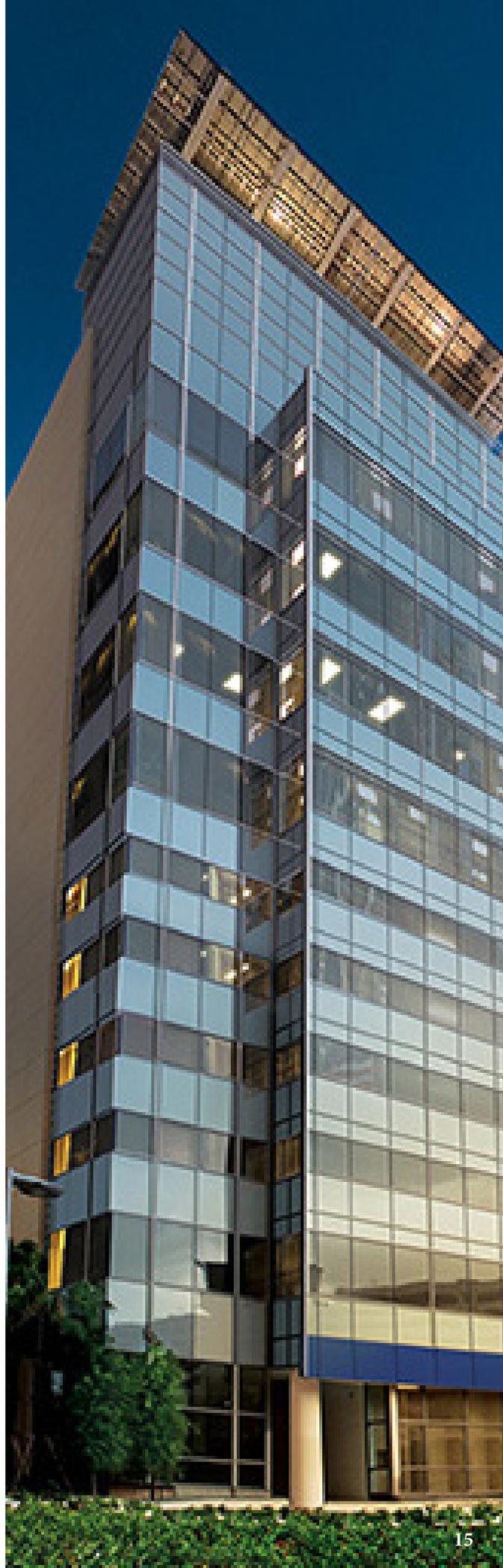
Karlene Santiago - ksantiago@ouc.com

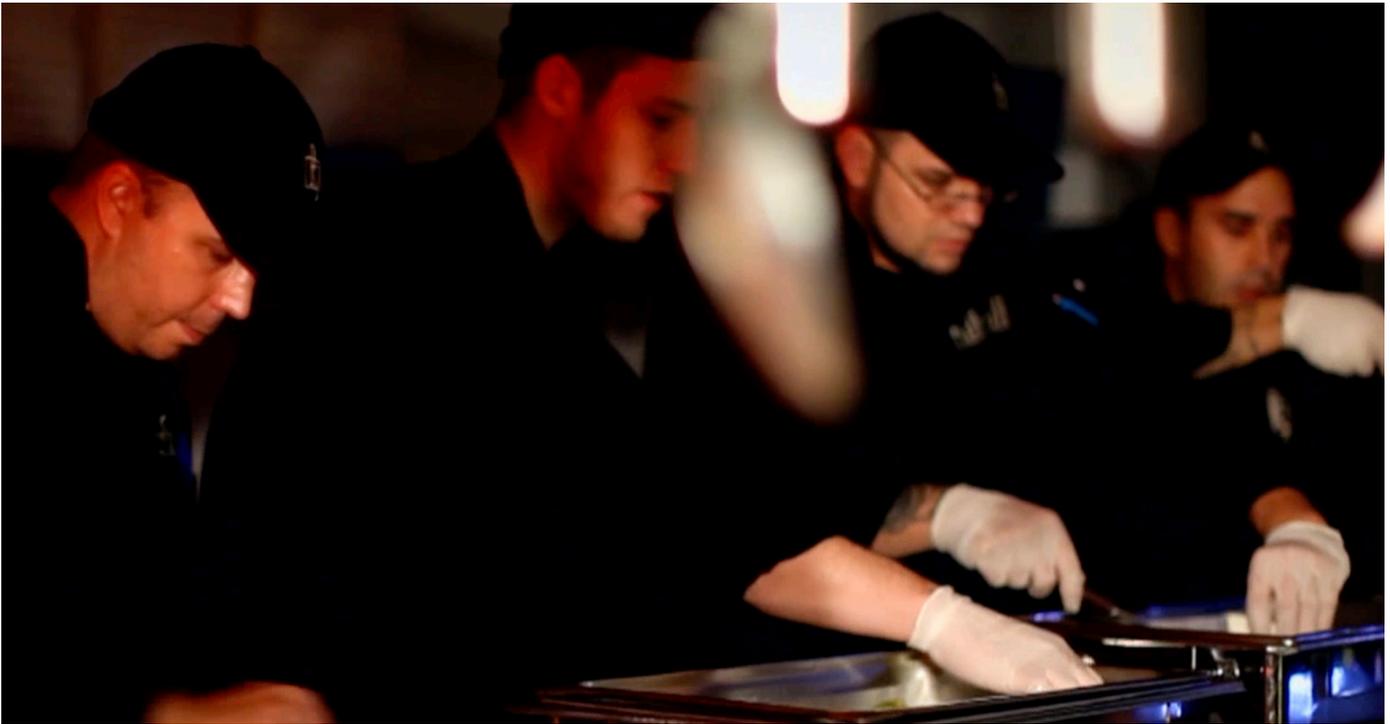
In 2017, major hurricanes struck Florida and our team serviced over 5,000 meals per day (breakfast, lunch, dinner) for over 14 days in a row in 3 different locations for OUC. We supplied a variety of meals including a hot breakfast buffet, boxed lunch, hot lunch, hot dinner buffet, and assorted beverages. Mealtimes were staggered and lasted from 6am – 10pm.

The food was pre-prepared in our Orlando Kitchen and delivered in refrigerated trucks to the designated locations. Hot food was then finished on-site in our portable kitchens that we supply all the equipment for.

A Supervisor and Lead Event Chef were scheduled for each meal period, along with any supporting staff that were needed. Similar work was performed simultaneously for other Disaster Relief contracts totaling over 7,000 meals per day.

We continue to work with Orlando Utility Commission when the needed arises.





COMPANY REFERENCES

Company: New Smyrna Beach Utilities

Contact Name: Rachel Kampf

Telephone: 386.424.3043

Email Address: rkampf@nsbufl.com

Address: 200 Canal St., New Smyrna Beach, FL 32168

Explanation of Services Provided:

Puff 'n Stuff provided meals around-the-clock - breakfast, lunch, dinner and snacks. Also provided consistent ice supply.

Company: City of Tampa

Contact Name: Inger Welch

Telephone: 813.274.3283

Email Address: Inger.Welch@tampagov.net

Address: 2555 E Hanna Ave, Tampa, FL 33610

Explanation of Services Provided:

Puff 'n Stuff provided breakfast, lunch, dinner, and snacks for City of Tampa Employees

Company: Orlando Utilities Commission (OUC)

Contact Name: Karlene Santiago

Telephone: 407.434.2092

Email Address: KSantiago@ouc.com

Address: 100 W. Anderson St., Orlando, FL 32801

Explanation of Services Provided:

Puff 'n Stuff provided over 1,000 meals around-the-clock - breakfast, lunch, dinner and snacks.

Company: Kissimmee Utility Authority

Contact Name: Robin Simmons

Telephone: 407.269.4077

Email Address: RSimmons@kua.com

Address: 1707 W. Carroll St., Kissimmee, FL 34741

Explanation of Services Provided:

2,000+ meals were served between 9-9-17 and 9-14-17.

Company: City of Winter Park

Contact Name: Rebecca Watt

Telephone: 407.599.3315

Email Address: rwatt@cityofwinterpark.org

Address: 401 South Park Avenue, Winter Park, FL 32789

Explanation of Services Provided:

Puff 'n Stuff provided breakfast, lunch, dinner, and snacks for City of Winter Park Employees

An aerial photograph of a coastal residential area, likely a beach town, showing numerous houses with swimming pools, palm trees, and a road. The ocean is visible in the background under a blue sky with scattered clouds. A large white rectangular box with a dark border is centered over the image, containing the text 'TAB 3 Plan of Approach'.

TAB 3

Plan of Approach



PUFF 'N STUFF CATERING OPERATES OUT OF THREE FLORIDA LOCATIONS: ORLANDO, TAMPA, AND JACKSONVILLE

In times of crisis, our experienced emergency team has the ability to prepare food in our kitchen or on-site to deliver large volumes of meals on a short notice during a disaster or emergency situation.

We own the equipment, workspace and hot & cold storage necessary to operate and produce emergency food services during a disaster including 12 refrigerated box trucks, onsite propane and gas and all the equipment needed to set up a portable kitchen and serve a large quantity of people.

Puff 'n Stuff Catering has the capabilities to perform the scope of the work required for this project, a variety of food services to choose from, and valuable experience with hurricanes and emergency situations.

From a quick snack, to a grab & go sandwich, to a hearty & hot meal, you can rely on us to be your one call solution for emergency food services.



OUR COMMISSARIES COMPANY LOCATIONS

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 any of the hurricanes since 2004. We were fully operational during each storm as our entire facility is connected to a backup generator; thus, we are never without power.

Our Tampa commissary will serve as the base for all cuisine, equipment and staff members catering to the City of North Port. 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 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.

In addition, our Orlando facility has underground propane and all propane needed for the on-site operations will be bottled. We have access to substantial potable 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 Tampa commissary, we are prepared to fully serve and execute the contract from our Orlando Operation. Our Orlando and Jacksonville operations also allow us to obtain additional equipment, staff and resources.

DESCRIPTION OF APPROACH

Should you award us this contract, we will prepare the meals in our Tampa commissary and deliver the food to the outlined 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 our communities in their 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.

For on-site execution, we will be assigning one of our Supervisors and Lead Event Chefs 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 Lead Event Chef assigns 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.

For delivered service, all food will be prepared and heated at our Tampa commissary. Food items will be transported in insulated Cambros to ensure that hot food stays hot and cold food stays cold. Meals will be set out and replenished by our team.

Mobilization Plan



Upon notice of activation and need of service:

We will plan to prepare all food items from our Tampa Commissary and deliver to your specified Site Location.

Depending on the guest count and number of service locations, we will deliver each meal period hot or build a small mobile kitchen to heat the food onsite.

We will assign a Supervisor and team to work with your Point of Contact on mealtimes and flow of guests.

Onsite Team

- (1) Supervisor
- (1) Lead Event Chef
- (1) Event Chefs – Supporting
- (1) Server – Supporting
- Beverage Attendants – Supporting

Direct Management and Executive Management also available and often onsite

*Example of 100 staff/employees, team member levels will be adjusted as meal counts change

Sample Timeline

Upon Notice of Activation (48 hours notice):

0 - 12 hours:

procurement of food, beverage, disposables, staffing

12 – 24 hours:

preparing service plan for onsite team

loading refrigerated truck with all necessary equipment, dry goods, beverages

24 – 36 hours:

preparation of food at our closest Commissary

36 – 48 hours:

team arrives at the Commissary to load out food, beverages, ice, etc.

onsite team arrives at Site Location

unload truck and stage equipment

set buffets and beverage stations

prepare for 1st meal period service

BREAKFAST SAMPLE MENU



DAY 1	DAY 2	DAY 3	DAY 4	DAY 5	DAY 6	DAY 7
Hot Breakfast:	Hot Breakfast:	Hot Breakfast:	Hot Breakfast:	Hot Breakfast:	Hot Breakfast:	Hot Breakfast:
Egg and Cheese Folded Omelet, Pepper & Onion Breakfast Potatoes, Bacon, Sausage, Breakfast Breads & Pastries, Fruit Cups, Pancakes, Yogurt, Assorted Cereal	Southern Egg Scramble - Peppers and Onions, Hash Brown Patty, Bacon, Sausage, Breakfast Breads & Pastries, Fruit Cups, Yogurt, Waffles, Assorted Cereal	Eggs with Cheese, Peppers, and Onions, Pepper & Onion Breakfast Potatoes, Bacon, Sausage, Breakfast Breads & Pastries, Fruit Cups, Pancakes, Yogurt, Assorted Cereal	Western Folded Egg Omelet, Pepper & Onion Breakfast Potatoes, Bacon, Sausage, Breakfast Breads & Pastries, Fruit Cups, Yogurt, Waffles, Assorted Cereal	Veggie Scramble - Spinach, Mushroom, Hash Brown Patty, Bacon, Sausage, Breakfast Breads & Pastries, Fruit Cups, Pancakes, Yogurt, Assorted Cereal	Breakfast Burrito - Chorizo, Pepper & Onion Breakfast Potatoes, Bacon, Sausage, Breakfast Breads & Pastries, Fruit Cups, Yogurt, Waffles, Assorted Cereal	Eggs with Cheese, Pepper & Onion Breakfast Potatoes, Bacon, Sausage, Breakfast Breads & Pastries, Fruit Cups, Pancakes, Yogurt, Assorted Cereal
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

Cold Breakfast Options: Breakfast Breads, Pastries, Cereal and Milk, Fruit Cups, Whole Fruit, Yogurt, Bagels, Muffins, Cold Breakfast Box - Grab & Go

LUNCH SAMPLE MENU



DAY 1 Boxed Lunch/Midnight Meal:	DAY 2 Boxed Lunch/Midnight Meal:	DAY 3 Boxed Lunch/Midnight Meal:	DAY 4 Boxed Lunch/Midnight Meal:	DAY 5 Boxed Lunch/Midnight Meal:	DAY 6 Boxed Lunch/Midnight Meal:	DAY 7 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. Garnishes such as tomatoes, lettuce, onion and pickles 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. Garnishes such as tomatoes, lettuce, onion and pickles 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. Garnishes such as tomatoes, lettuce, onion and pickles 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. Garnishes such as tomatoes, lettuce, onion and pickles 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. Garnishes such as tomatoes, lettuce, onion and pickles 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. Garnishes such as tomatoes, lettuce, onion and pickles 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. Garnishes such as tomatoes, lettuce, onion and pickles on the side. Side item of pasta or potato salad. Bag of chips, cookies and whole fruit.

DAY 1 Hot Lunch/Hot Midnight Meal:	DAY 2 Hot Lunch/Hot Midnight Meal:	DAY 3 Hot Lunch/Hot Midnight Meal:	DAY 4 Hot Lunch/Hot Midnight Meal:	DAY 5 Hot Lunch/Hot Midnight Meal:	DAY 6 Hot Lunch/Hot Midnight Meal:	DAY 7 Hot Lunch/Hot Midnight Meal:
Pot Roast, Mashed Potatoes, Vegetable, Garden Salad, Bread, Dessert	Grilled Chicken Fajitas, Tortillas, Toppings, Rice and Beans, Vegetable, Garden Salad, Dessert	Stuffed Cheee Shells, Marinara, Mozzarella, Vegetable, Garden Salad, Breadstick, Dessert	Baked Chicken Quarters, Roasted Red Potato, Vegetable, Garden Salad, Bread, Dessert	Beef Meatloaf, Mashed Potatoes, Vegetable, Garden Salad, Bread, Dessert	Southwest Pulled Pork, Yellow Rice, Vegetable, Garden Salad, Tortilla, Dessert	Vegetable Lasagna, Vegetable, Garden Salad, Breadsticks, Dessert

DINNER SAMPLE MENU



DINNER						
DAY 1	DAY 2	DAY 3	DAY 4	DAY 5	DAY 6	DAY 7
Hot Dinner: BBQ Ribs, Mac-n-Cheese, Two Vegetables, Garden Salad, Bread, Dessert	Hot Dinner: Barbacoa Beef, Mexican Rice, Two Vegetables, Garden Salad, Tortilla, Dessert	Hot Dinner: Beef Meat Loaf, Mashed Potatoes, Two Vegetables, Garden Salad, Bread, Dessert	Hot Dinner: Salisbury Steak, Mashed Potato, Two Vegetables, Garden Salad, Bread, Dessert	Hot Dinner: Chicken Quarters, Roasted Red Potato, Two Vegetables, Garden Salad, Bread, Dessert	Hot Dinner: Meat Lasagna, Two Vegetables, Garden Salad, Breadsticks, Dessert	Hot Dinner: 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 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

BEVERAGES & SNACKS SAMPLE MENU



Individually Packaged Bulk Snacks - By the Case

Plain Chips

Sun Chips

Peanuts

Granola Bars

Chex Mix

Pretzels

Individual Canned/Bottled Beverages - By the Case

Soft Drinks

Bottled Water

Power Drinks

Assorted Iced Tea

Health Inspection

Puff 'n Stuff Catering has six facilities that are inspected twice a year to ensure that we meet the inspection standards of the state.
Please see our most recent inspection below for our Tampa location.

Licensee

Name:	PUFF 'N STUFF CATERING, LLC	License Number:	CAT3913191
Rank:	Catering	License Expiration Date:	02/01/2026
Primary Status:	Current	Secondary Status:	Active
Location Address:	5804 E COLUMBUS DRIVE TAMPA, FL 33619		

Inspection Information

Inspection Type	Inspection Date	Result	High Priority Violations	Intermediate Violations	Basic Violations
Routine - Food	07/25/2025	Met Inspection Standards During This Visit More information about inspections.	0	1	1

Violations:

A summary of the violations found during the inspection are listed below. The department cites violations of Florida's sanitation and safety laws, which are based on the standards of U.S. Food and Drug Administration's Food Code. High Priority violations are those which could contribute directly to a foodborne illness or injury and include items such as cooking, reheating, cooling and hand-washing. Intermediate violations are those which, if not addressed, could lead to risk factors that contribute to foodborne illness or injury. These violations include personnel training, documentation or record keeping and labeling. Basic violations are those which are considered best practices to implement. While most establishments correct all violations in a timely manner (often during the inspection), the division's procedures are designed to compel compliance with all violations through follow-up visits, administration action or closure when necessary.

Violation Observation

40-06-5	Basic - Employee personal items stored in or above a food preparation area, food, clean equipment and utensils, or single-service items. Employee phone on prep table in kitchen. **Repeat Violation**
22-02-4	Intermediate - Food-contact surface soiled with food debris, mold-like substance or slime. Cutting boards in kitchen. **Repeat Violation**



TAB 4
Financial Proposal

**RFP 2025-14
DISASTER FEEDING AND CATERING SERVICES**

**Bidders shall use this Excel Spreadsheet BID FORM (DO NOT PRINT BY HAND)
Items listed in categories during contract term will change as menus change**

ITEM CATEGORY	ESTIMATED QTY (1 DAY)	UNIT PRICE	TOTAL
Bundled Meal Service (Three Meals Per Day including 16 oz Bottle of Water or other beverage)	100	\$ 104.07	\$ 10,407.00
Breakfast option - Hot breakfast based on vendor's menu with juice and bottled water.	100	\$ 39.09	\$ 3,909.00
Lunch - Assortment of sandwiches (to include wraps and subs). Cookies and chips for each lunch. Iced tea (sweet and non-sweetened), assorted soda, and bottled water	100	\$ 24.75	\$ 2,475.00
Boxed lunch - Shall be individually packaged and consist of sandwiches (to include wraps or subs) or salads. Cookies and chips for each lunch. Includes all condiments, buns, iced tea, assorted soda, and water	100	\$ 17.44	\$ 1,744.00
Dinner - Hot cooked Dinner consisting of items such as a choice of two (2) proteins, starch, vegetable side, salad, and soup. Buns, iced tea (sweet and non-sweetened), assorted soda, and bottled water	100	\$ 37.53	\$ 3,753.00
Overnight Dinner(after 10:00pm) - Shall consist of items such as a choice of two (2) proteins, starch, vegetable side, salad, and soup. Buns, iced tea (sweet and non-sweetened), assorted soda, and bottled water	100	\$ 27.45	\$ 2,745.00
Snacks - Shall consist of items such as an assortment of fruit, individually packaged snacks, individually packaged peanut-free granola bars, assortment of individually packaged potato chips, cookies	50	\$ 7.00	\$ 350.00
Deserts - Shall consist of items such as assorted cakes/cupcakes, cookies, pies, ice cream, or standard size candy bar	50	\$ 4.00	\$ 200.00
Hot beverages - metal container(s) with minimum capacity for 30 servings for: hot coffee and hot water coffee grounds with individual creamers (liquid or powered), individual tea bags. Metal container shall hold the appropriate temperature for a reasonable length of time. Hot Beverages should be available at all times of the day.	300	\$ 4.00	\$ 1,200.00
TOTAL			\$ 26,783.00

INSTRUCTIONS

Bids must be received no later than the date and time stated in the Advertisement.
Bids received after that time & date will not be considered.
This form must be returned with bid. Bids on any other form will not be accepted.

Puff 'n Stuff Catering, LLC
Company Name

Tracy Vessillo
Name of Authorized Representative (Print)

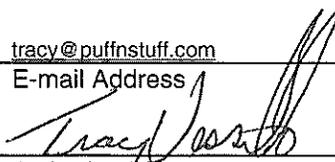
250 Rio Drive
Street Address

President
Title

Orlando, FL 32810
City, State, Zip

tracy@puffnstuff.com
E-mail Address

407-629-7833
Telephone


Authorized Signature



TAB 6

Required Submittal Forms

CITY OF NORTH PORT
REQUEST FOR PROPOSAL NO. 2025-14
Emergency Feeding and Catering Services

ATTACHMENT 1
PROPOSAL SUBMITTAL SIGNATURE FORM

The undersigned attests to his/her authority to submit this proposal and to bind the entity herein named to perform as per Agreement, if the firm is awarded the Agreement by the City.

The undersigned further certifies that he/she has read the Request for Proposal, Terms and Conditions, Insurance Requirements and any other documentation relating to this request and this proposal is submitted with full knowledge and understanding of the requirements and time constraints noted herein.

As addenda are considered binding as if contained in the original specifications, it is critical that the firm acknowledge receipt of same. The submittal may be considered void if receipt of an addendum is not acknowledged.

Addendum No. _____ Dated _____ Addendum No. _____ Dated _____
Addendum No. _____ Dated _____ Addendum No. _____ Dated _____
Addendum No. _____ Dated _____ Addendum No. _____ Dated _____

Company Name Puff 'n Stuff Catering, LLC

Contact Name Tracy Vessillo

407.679.7833 tracy@puffnstuff.com N/A

Telephone # _____ E-Mail _____ Fax # _____
250 RIO DRIVE

Main Office Address _____
ORLANDO FL 32810
City State Zip Code

Address of Office Servicing City of North Port, if different than above: SAME AS ABOVE

5804 E COLUMBUS DRIVE

Office Address _____
Tampa FL 33619

City State Zip Code

813.712.7833 tracy@puffnstuff.com N/A

Telephone # _____ E-mail _____ Fax # _____

Name & Title of Firm Representative Tracy Vessillo, President

Signature _____ Date 7.31.2025

Do you accept Visa? YES NO

THIS PAGE MUST BE COMPLETED AND SUBMITTED WITH YOUR PROPOSAL

CITY OF NORTH PORT
REQUEST FOR PROPOSAL NO. 2025-14
Emergency Feeding and Catering Services

ATTACHMENT 2
STATEMENT OF ORGANIZATION

The following information will be provided to the City of North Port for incorporation in legal documents. It is, therefore, vital all information is accurate and complete. Please be certain all spelling, and capitalization is exactly as registered with the state or federal government.

Company Name Puff'n Stuff Catering, LLC

Telephone # 407.629.7833 E-Mail tracy@puffnstuff.com Fax # _____

Main Office Address 250 RIO DRIVE

City ORLANDO State FL Zip Code 32810
Address of Office Servicing City of North Port, if different than above: 0 SAME AS ABOVE

Office Address 5804 E COLUMBUS DRIVE

City TAMPA State FL Zip Code 33619

Telephone # 813.712.7833 E-mail tracy@puffnstuff.com Fax # _____

Name & Title of Firm Representative Tracy Vessillo, President

Federal Identification Number: 43-1998301

Bidder shall submit proof that it is authorized to do business in the State of Florida unless registration is not required by law.

Is this a Florida Corporation: Yes or No (Please Check One)
If not a Florida Corporation,

In what state was it created: _____
Name as spelled in that State: _____

What kind of corporation is it: "For Profit" or "Not for Profit"

Is it in good standing: Yes or No

Authorized to transact business in Florida: Yes or No

State of Florida Department of State Certificate of Authority Document No.: _____

Does it use a registered fictitious name: Yes or No

Names of Officers:

President: _____ Secretary: _____

Vice President: _____ Treasurer: _____

Director: _____ Director: _____

Other: _____ Other: _____

Name of Corporation (As used in Florida): _____

(Spelled exactly as it is registered with the state or federal government)

Corporate Address: _____

Post Office Box: _____

City, State Zip: _____

Street Address: _____

CITY OF NORTH PORT
REQUEST FOR PROPOSAL NO. 2025-14
Emergency Feeding and Catering Services

City, State, Zip: _____

STATE OF FLORIDA
COUNTY OF Seminole

Sworn to (or affirmed) and subscribed before me by means of physical presence or online notarization, this 31
day of July 2025, by Tracy Vessillo.



Christina Hembree
Notary Public – State of Florida

Personally Known OR Produced Identification _____
Type of Identification Produced _____

Date: 7/31/25
Signed (Person authorized to bind the company): Tracy Vessillo
Name (printed): Tracy Vessillo Title: President

THIS PAGE MUST BE COMPLETED AND SUBMITTED

THIS PAGE MUST BE COMPLETED AND SUBMITTED WITH YOUR PROPOSAL

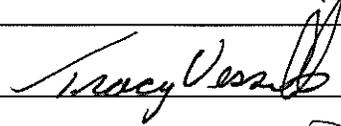
CITY OF NORTH PORT
REQUEST FOR PROPOSAL NO. 2025-14
Emergency Feeding and Catering Services

ATTACHEMENT 3
REFERENCES/CLIENT LISTING

(The proposer shall provide a minimum of three (3) business related references for which they are currently providing, or have provided within the last five (5) years, services similar to the scope of services required by this RFP.). Attach additional sheets if necessary.

- Business/Customer Name: Orlando Utilities Commission
Name of Contact Person/Title: Kariene Santiago
Telephone# 407.434.2097 Fax N/A E-mail KSantiago@ouc.com
Address 100 W Anderson St, Orlando, FL 32801
Duration of Contract or business relationship 2010 - Present
Type of Services Provided Breakfast, lunch, dinner, & snacks, Beverage
- Business/Customer Name: Kissimmee Utility Authority
Name of Contact Person/Title: Robin Simmons
Telephone# 407.269.4077 Fax N/A E-mail rsimmons@kua.com
Address 1707 W. Carroll St. Kissimmee, FL 34741
Duration of Contract or business relationship 2016 - Present
Type of Services Provided Breakfast, lunch, dinner, snacks, & Beverage
- Business/Customer Name: City of Tampa
Name of Contact Person/Title: Inger Welch
Telephone# 813.274.3283 Fax N/A E-mail Inger.Welch@tampagov.net
Address 2555 E Hanna Ave, Tampa, FL 33610
Duration of Contract or business relationship 2021 - Present
Type of Services Provided Breakfast, lunch, dinner, snacks, Beverage

Date: 7.31.2025

Signed (Person authorized to bind the company): 

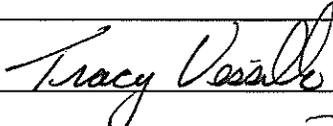
Name (printed): Tracy Vessillo Title: President

THIS PAGE MUST BE COMPLETED AND SUBMITTED WITH PROPOSAL.

CITY OF NORTH PORT
REQUEST FOR PROPOSAL NO. 2025-14
Emergency Feeding and Catering Services

4. Business/Customer Name: _____
Name of Contact Person/Title: _____
Telephone# _____ Fax _____ E-mail _____
Address _____
Duration of Contract or business relationship _____
Type of Services Provided _____

5. Business/Customer Name: _____
Name of Contact Person/Title: _____
Telephone# _____ Fax _____ E-mail _____
Address _____
Duration of Contract or business relationship _____
Type of Services Provided _____

Date: 7.31.2025
Signed (Person authorized to bind the company): 
Name (printed): Tracy Vessillo Title: President

THIS PAGE MUST BE COMPLETED AND SUBMITTED WITH PROPOSAL.

CITY OF NORTH PORT
REQUEST FOR PROPOSAL NO. 2025-14
Emergency Feeding and Catering Services

ATTACHMENT 4

DRUG-FREE WORKPLACE FORM

The undersigned, in accordance with Florida Statutes Section 287.087, hereby certifies that the Contractor, Puff 'n Stuff Catering, LLC (Company Name):

1. Publishes 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. Informs 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. Gives each employee engaged in providing the commodities or Contractual services that are under bid a copy of the statement specified in subsection (1).
4. In the statement specified in subsection (1), notifies employees that, as a condition of working on the commodities or Contractual services that are under bid, 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 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. Imposes 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. Makes a good faith effort to continue to maintain a drug free workplace through implementation of this section.

Check one:

- As the person authorized to sign this statement, I certify that this firm complies fully with above requirements.
 As the person authorized to sign this statement, this firm **does not** comply fully with the above requirements.

Signature

Printed Name

Title

Date

Tracy Vessillo
Tracy Vessillo
President
7.31.2025

THIS PAGE MUST BE COMPLETED AND SUBMITTED WITH YOUR PROPOSAL

CITY OF NORTH PORT
REQUEST FOR PROPOSAL NO. 2025-14
Emergency Feeding and Catering Services

ATTACHMENT 5
PUBLIC ENTITY CRIME INFORMATION

As provided by F.S. §287.133, a person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a Contract to provide any goods or services to a public entity, may not submit a bid on a Contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a Contractor, supplier, Subcontractor, or Consultant under a Contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

I, Tracy Vessillo, being an authorized representative of the Respondent

Located at: 250 RIO DRIVE

City: ORLANDO State: FL Zip Code: 32810, have read and understand

the contents above. I further certify that Respondent is not disqualified from replying to this solicitation because of F.S. §287.133.

Signature: Tracy Vessillo Date: 7/31/25

Telephone #: 407-629-7833 Fax #:

Federal ID #: 43-1998301 E-mail: tracy@puffnstuff.com

State of Florida

County of _____

STATE OF Florida

COUNTY OF Seminole

Sworn to (or affirmed) and subscribed before me by means of physical presence or online notarization, this 31 day of July 2025, by Tracy Vessillo.

Christina Hembree
Notary Public - State of FL

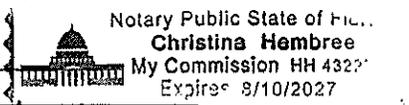
Personally Known OR Produced Identification _____

Type of Identification Produced _____

Date: _____

Signed (Person authorized to bind the company): Tracy Vessillo

Name (printed): Tracy Vessillo Title: President



THIS PAGE MUST BE COMPLETED AND SUBMITTED WITH YOUR PROPOSAL

CITY OF NORTH PORT
REQUEST FOR PROPOSAL NO. 2025-14
Emergency Feeding and Catering Services

ATTACHMENT 6
NON-COLLUSIVE AFFIDAVIT

Before me, the undersigned authority ("Affiant"), personally appeared:

Tracy Vessillo who, being first duly sworn, deposes and says that:

1. Affiant is the President [insert Owner, Partner, Officer, Representative or Agent] of Puff n Stuff Catering, LLC, [insert name of Contractor] the Respondent that has submitted the attached reply;
2. Affiant is fully informed respecting the preparation and contents of the attached reply and of all pertinent circumstances respecting such reply;
3. Such reply is genuine and is not a collusive or sham reply;
4. Neither the said Respondent nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, have in any way colluded, conspired, connived or agreed, directly or indirectly, with any other respondent, firm, or person to submit a collusive or sham reply in connection with the work for which the attached reply has been submitted: or have in any manner, directly or indirectly sought by agreement or collusion, or communication or conference with any respondent, firm, or person to fix the price or prices in the attached reply or of any other respondent, or to fix any overhead, profit, or cost elements of the reply price or the reply price of any other respondent, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against (Recipient), or any person interested in the reply work.

Signed, sealed, and delivered on July 31st, 2025.

Tracy Vessillo
Signature
Tracy Vessillo
Printed Name
President
Title

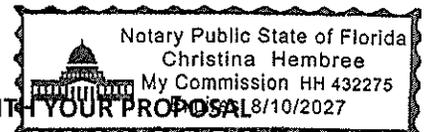
SWORN ACKNOWLEDGMENT

STATE OF Florida
COUNTY OF Seminole

Sworn to (or affirmed) and subscribed before me by means of physical presence or online notarization, this 31 day of July 2025, by Tracy Vessillo.

Christina Hembree
Notary Public

Personally Known OR Produced Identification
Type of Identification Produced _____



THIS PAGE MUST BE COMPLETED AND SUBMITTED WITH YOUR PROPOSAL

CITY OF NORTH PORT
REQUEST FOR PROPOSAL NO. 2025-14
Emergency Feeding and Catering Services

ATTACHMENT 7
LOBBYING CERTIFICATION

"The undersigned hereby certifies, to the best of his or her knowledge and belief, that":

STATE OF FLORIDA

COUNTY OF SARASOTA

This 31st day of July of 2025

Tracy Vessillo, being first duly sworn, deposes and says that he or she is the authorized representative of Puff n Stuff Catering, LLC (Name of the contractor, firm or individual), and that the vendor and any of its agents agree to have no contact or communication with, or discuss any matter related in any way to any active City of North Port solicitation, with any City of North Port elected officials, officers, their appointees or their agents or any other staff or outside individuals working with the city in respect to this request other than the designated Procurement Official Contact and to abide by the restrictions outlined in the General Terms and Conditions of the Solicitation. Technical questions directed to the project manager, is prohibited. These persons shall not be lobbied, either individually or collectively, regarding any questions for bid, proposal, qualification and/or any other solicitations released by the city. To do so is grounds for immediate disqualification from the selection process. The selection process is not considered final until such a time as the Commission has made a final and conclusive determination.

(a) No City 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 either directly or indirectly an officer or employee of the City, City Commission in connection with the awarding of any City Contract.

(b) If any funds other than City appropriated funds have been paid or will be paid to any person for influencing or attempting to influence a member of City Commission or an officer or employee of the City in connection with this contract, the undersigned shall complete and submit Standard Form-L "Disclosure Form to Report Lobbying", in accordance with its instructions.

Signed, sealed and delivered this 31st day of July, 2025.

By: Tracy Vessillo

Tracy VESSILLO

(Printed Name)

President

(Title)

STATE OF Florida
COUNTY OF Seminole

Sworn to and subscribed before me by means of physical presence or online notarization this 31 day of July, 2025, by Tracy Vessillo who " is personally known to me or " has produced his/her driver's license as identification.



Christina Hembree

Notary Public - State of Florida

Print Name: Christina Hembree

Commission No: HH 432275

CITY OF NORTH PORT
REQUEST FOR PROPOSAL NO. 2025-14
Emergency Feeding and Catering Services

**APPENDIX A, 44 C.F.R. PART 18 – CERTIFICATION REGARDING LOBBYING.
Certification for Contracts, Grants, Loans, and Cooperative Agreements**

48 44 C.F.R. §§ 18.100, 18.110; 44 C.F.R. Part 18, Appendix A. FEMA's regulations at 44 C.F.R. Part 18 implement the requirements of 31 U.S.C. § 1352 and provides, in Appendix A to Part 18, a copy of the certification that is required to be completed by each entity as described in 31 U.S.C. § 1352. 49 44 C.F.R. §§ 18.100, 18.110; 44 C.F.R. Part 18, Appendix B. The specific form for disclosures is referenced in Appendix B to 44 C.F.R. Part 18 and is SF-LLL, also available at https://apply07.grants.gov/apply/forms/readonly/SFLLL_2_0-V2.0.pdf.

The undersigned certifies, to the best of his or her knowledge and belief, that:

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.

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.

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 section 1352, title 31, U.S. Code. 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."

The Contractor, Puff 'n Stuff, certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. Chap. 38, Administrative Remedies for False Claims and Statements, apply to this certification and disclosure, if any.

CITY OF NORTH PORT
REQUEST FOR PROPOSAL NO. 2025-14
Emergency Feeding and Catering Services

Signed, sealed and delivered this 31st day of July, 2025.

By: *Tracy Vessillo*
TRACY VESSILLO
(Printed Name)
President
(Title)

STATE OF Florida
COUNTY OF Seminole

Sworn to and subscribed before me by means of physical presence or online notarization this 31 day of July, 2025, by Tracy Vessillo who " is personally known to me or " has produced his/her driver's license as identification.



Christina Hembree
Notary Public - State of Florida
Print Name: Christina Hembree
Commission No: HH 432275

CITY OF NORTH PORT
REQUEST FOR PROPOSAL NO. 2025-14
Emergency Feeding and Catering Services

ATTACHMENT 8
CONFLICT OF INTEREST FORM

Florida Statutes Section 112.313 places limitations on public officers (including advisory board members) and employees' ability to contract with the City of North Port, Florida ("City") either directly or indirectly.

PART I. [Select and complete all that apply]:

I am an employee, public officer, or advisory board member of the City.

Identify the position and/or board: _____

I am the spouse or child of an employee, public officer, or advisory board member of the City.

Identify the name of the spouse or child: _____

I am an employee, public officer or advisory board member of the City, or my spouse or child, is an officer, partner, director, or proprietor of Respondent/Contractor or has a material interest in Contractor. "Material interest" means direct or indirect ownership of more than 5 percent of the total assets or capital stock of any business entity. For the purposes of Florida Statutes Section 112.313, indirect ownership does not include ownership by a spouse or minor child.

Identify the name of the person and the entity _____

Bidder/Contractor employs or contracts with an employee, public officer, or advisory board member of the City.

Identify the name of the employee, public officer, or advisory board member _____

None of the Above

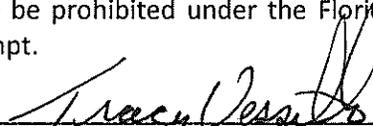
PART II: Will you request an advisory board member waiver?

I WILL request an advisory board member waiver under §112.313(12)

I WILL NOT request an advisory board member waiver under §112.313(12)

N/A

The City will review any relationships which may be prohibited under the Florida Ethics Code and will disqualify any Contractor whose conflicts are not waived or exempt.



Signature of Person Authorized to Bind the Contractor
Tracy Vessillo, President

CITY OF NORTH PORT
REQUEST FOR PROPOSAL NO. 2025-14
Emergency Feeding and Catering Services

ATTACHMENT 10
SCRUTINIZED COMPANY CERTIFICATION FORM

Contractor Name: Puff n Stuff Catering, LLC
Authorized Representative Name and Title: Tracy Vessillo, President
Address: 250 Rio Drive City: Orlando State: FL ZIP: 32810
Phone Number: 407.629.7833 Email Address: tracy@puffnstuff.com

A company is ineligible to, and may not, bid on, submit a proposal for, or enter into or renew a Contract with the City of North Port for goods or services of any amount if, at the time of bidding on, submitting a proposal for, or entering into or renewing such Contract, the company is on the Scrutinized Companies that Boycott Israel List, created pursuant to Florida Statutes, section 215.4725, or is engaged in a boycott of Israel.

A company is ineligible to, and may not, bid on, submit a proposal for, or enter into or renew a Contract with the City of North Port for goods or services of \$1 million or more if, at the time of bidding on, submitting a proposal for, or entering into or renewing such Contract, the company is on the Scrutinized Companies with Activities in Sudan List, the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, created pursuant to Florida Statutes, section 215.473, or with companies engaged in business operations in Cuba or Syria.

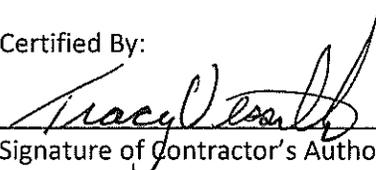
CHOOSE ONE OF THE FOLLOWING

This Contract or Contract renewal is for goods or services of less than \$1 million. As the person authorized to sign on behalf of the above-named company, and as required by Florida Statutes Section 287.135(5), I hereby certify that the above-named company is not participating in a boycott of Israel.

This bid, proposal, Contract or Contract renewal is for goods or services of \$1 million or more. As the person authorized to sign on behalf of the above-named company, and as required by Florida Statutes Section 287.135(5), I hereby certify that the above-named company is not participating in a boycott of Israel, is not on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, and it does not have business operations in Cuba or Syria.

I understand that pursuant to Florida Statutes, section 287.135, the submission of a false certification may result in the termination of the Contract if one is entered into, and may subject the above-named company to civil penalties, attorney's fees and costs.

Certified By:



Signature of contractor's Authorized Representative

Tracy Vessillo

Name

Name

President

Title

Title

THIS PAGE MUST BE COMPLETED AND SUBMITTED WITH PROPOSAL.

CITY OF NORTH PORT
REQUEST FOR PROPOSAL NO. 2025-14
Emergency Feeding and Catering Services

ATTACHMENT 11
VENDOR'S CERTIFICATION FOR E-VERIFY SYSTEM

The undersigned Vendor/Consultant/Contractor (Vendor), after being duly sworn, states the following:

1. Vendor is a person or entity that has entered into or is attempting to enter into a contract with the City of North Port (City) to provide labor, supplies, or services to the City in exchange for salary, wages or other remuneration.
2. Vendor has registered with and will use the E-Verify System of the United States Department of Homeland Security to verify the employment eligibility of:
 - a. All persons newly hired by the Vendor to perform employment duties within Florida during the term of the contract; and
 - b. All persons, including sub-contractors, sub-vendors or sub-consultants, assigned by the Vendor to perform work pursuant to the contract with the City.
3. If the Vendor becomes the successful Contractor who enters into a contract with the City, then the Vendor will comply with the requirements of Section 448.095, Fla. Stat. "Employment Eligibility", as amended from time to time.
4. Vendor will obtain an affidavit from all subcontractors attesting that the subcontractor does not employ, contract with, or subcontract with, an unauthorized alien as defined in 8 United States Code, Section 1324A(H)(3).
5. Vendor will maintain the original affidavit of all subcontractors for the duration of the contract.
6. Vendor affirms that failure to comply with the state law requirements can result in the City's termination of the contract and other penalties as provided by law.
7. Vendor understands that pursuant to Florida Statutes, section 448.095, the submission of a false certification may result in the termination of the contract if one is entered into, and may subject the Vendor named in this certification to civil penalties, attorney's fees and costs.

VENDOR: Puff 'n Stuff Catering (Vendor's Company Name)

Certified By: 
AUTHORIZED REPRESENTATIVE SIGNATURE

Print Name and Title: Tracy Vessillo, President

Date Certified: 7.31.2025

THIS PAGE MUST BE COMPLETED AND SUBMITTED WITH PROPOSAL

CITY OF NORTH PORT
REQUEST FOR PROPOSAL NO. 2025-14
Emergency Feeding and Catering Services

ATTACHMENT 12
CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS
PRIMARY COVERED TRANSACTIONS

This contract is a covered transaction for purposes of 2 C.F.R. pt. 180 and 2 C.F.R. pt. 3000.

The Contractor certifies that, neither the firm nor any person associated therewith in the capacity of owner, partner, director, officer, principal, investigator, project director, manager, auditor, and/or position involving the administration of federal funds:

(a) is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions, as defined in 49 CFR s29.110(a), by any federal department or agency;

(b) has within a three-year period preceding this certification been convicted of or had a civil judgment rendered against it for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a federal, state, or local government transaction or public contract; violation of federal or state antitrust statutes; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) is presently indicted for or otherwise criminally or civilly charged by a federal, state, or local governmental entity with commission of any of the offenses enumerated in paragraph (b) of this certification; and

(d) has within a three-year period preceding this certification had one or more federal, state, or local government public transactions terminated for cause or default.

The Contractor certifies that it shall not knowingly enter into any transaction with any subcontractor, material supplier, or vendor who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this project by any federal agency unless authorized by the City of North Port.

The Contractor must comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C and must include a requirement to comply with these regulations in any lower tier covered transaction it enters into.

This certification is a material representation of fact relied upon by the City of North Port. If it is later determined that the contractor did not comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C, in addition to remedies available to the City of North Port, the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment.

The bidder or proposer agrees to comply with the requirements of 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C while this offer is valid and throughout the period of any contract that may arise from this offer.

The Contractor further agrees to include a provision requiring such compliance in its lower tier covered transactions.

<u>Puff 'n Stuff Catering</u> Company Name (Contractor)	<u>43-1998301</u> Tax ID Number	<u>116107723</u> DUNS Number
<u>Tracy Vessillo</u> Authorized Representative Name	<u>Tracy Vessillo</u> Authorized Representative Signature	
<u>43-1998301</u> Federal Issued Tax Identification Number (If Social Security number DO NOT enter)	<u>116107723</u> DUNS Number	<u>83141</u> CAGE Code issued through www.sam.gov
	DATE:	<u>7.31.2025</u>

CITY OF NORTH PORT
REQUEST FOR PROPOSAL NO. 2025-14
Emergency Feeding and Catering Services

ATTACHMENT 13:
AFFIDAVIT OF COMPLIANCE REGARDING FOREIGN ENTITY OF CONCERN LAWS

The undersigned, on behalf of the entity listed below ("Entity"), hereby attests and declares as follows:

1. Entity is not owned by the government of a foreign country of concern as defined in Florida Statutes Section 287.138.
2. The government of a foreign country of concern does not have a controlling interest in Entity.
3. Entity is not organized under the laws of, and does not have a principal place of business in, a foreign country of concern.
4. Entity is not owned or controlled by the government of a foreign country of concern, as defined in Florida Statutes Section 692.201.
5. Entity is not a partnership, association, corporation, organization, or other combination of persons organized under the laws of or having its principal place of business in a foreign country of concern, as defined in Florida Statutes Section 692.201, or a subsidiary of such entity.
6. Entity is not a foreign principal, as defined in Florida Statutes Section 692.201.
7. Entity complies with all applicable requirements of Florida Statutes Sections 692.202, 692.203, and 692.204.
8. Entity is not a foreign principal prohibited from purchasing the subject real property. Entity is either (1) not a person or entity described in Florida Statutes Section 692.204(1)(a) or (2) authorized under Florida Statutes Section 692.204(2) to purchase the subject property. Entity complies with the requirements of Florida Statutes Section 692.204.
9. The undersigned is authorized to execute this affidavit on behalf of Entity.

Under penalties of perjury, I declare that I have read the foregoing document and that the facts stated in it are true.

ENTITY

PUFF 'N STUFF CATERING, LLC

[NAME OF LEGAL ENTITY, IN BOLD, ALLCAPS]

Tracy Vessillo
STATE OF Florida
COUNTY OF Seminole

Sworn to and subscribed before me by means of physical presence or online notarization this 31 day of July, 2025, by Tracy Vessillo who " is personally known to me or " has produced his/her driver's license as identification.



Effective 7/1/2024

Christina Hembree
Notary Public - State of Florida
Print Name: Christina Hembree
Commission No: HH 432275

CITY OF NORTH PORT
REQUEST FOR PROPOSAL NO. 2025-14
Emergency Feeding and Catering Services

ATTACHMENT 14:

Anti-Human Trafficking Affidavit

Instructions: This form must be completed by an officer or representative of an entity registering as a vendor, entering into, renewing, or extending, a contract with the City of North Port.

The undersigned, on behalf of Puff 'n Stuff Catering ("Entity"), verifies the following:

- A. I have read and understand that Florida Statutes Section 787.06(13), prohibits the City of North Port ("City") from executing, renewing, or extending a contract to entities that use coercion for labor or services, with such terms defined in Florida Statutes Section 787.06(2) as follows:
- "Coercion" means: (1) using or threatening to use physical force against any person; (2) restraining, isolating, or confining or threatening to restrain, isolate, or confine any person without lawful authority and against her or his will; (3) using lending or other credit methods to establish a debt by any person when labor or services are pledged as a security for the debt, if the value of the labor or services as reasonably assessed is not applied toward the liquidation of the debt, the length and nature of the labor or services are not respectively limited and defined; (4) destroying, concealing, removing, confiscating, withholding, or possessing any actual or purported passport, visa, or other immigration document, or any other actual or purported government identification document, of any person; (5) causing or threatening to cause financial harm to any person; (6) enticing or luring any person by fraud or deceit; or (7) providing a controlled substance as outlined in Schedule I or Schedule II of Section 893.03, Florida Statutes, to any person for the purpose of exploitation of that person.
 - "Labor" means work of economic or financial value.
 - "Services" means any act committed at the behest of, under the supervision of, or for the benefit of another. The term includes, but is not limited to, forced marriage, servitude, or the removal of organs.
- B. I declare, under penalties of perjury, that Entity does not use coercion for labor or services as defined in Florida Statutes Section 787.06(2).
- C. I understand that this affidavit applies to any City contract executed, renewed, or extended for the duration of the contract; and the Entity must execute and submit this affidavit at least annually in the vendor registration and renewal process.

I, the undersigned, understand and affirm that the above statements are based upon personal knowledge; that I am over the age of 18 years and otherwise competent to make the above statements; and am authorized to legally bind the Entity, and make the above statements on behalf of Entity. **Under penalties of perjury, I declare that I have read the forgoing document and that the facts stated in it are true.**

Authorized Signature: Tracy Vessillo
Printed Name: Tracy Vessillo

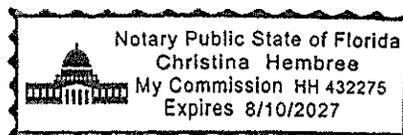
Date: 7.31.2025
Title: President

STATE OF Florida
COUNTY OF Seminole

Sworn to (or affirmed) and subscribed before me by means of physical presence or online notarization, this 31 day of July, 2025, by Tracy Vessillo, as President of Puff 'n Stuff Catering, the Entity, and is personally known to me or produced identification. Type of Identification produced _____.

Christina Hembree
Signature of Notary Public

Christina Hembree
Name of Notary Typed, Printed or Stamped
My Commission Expires: 8/10/2027



CITY OF NORTH PORT
REQUEST FOR PROPOSAL NO. 2025-14
Emergency Feeding and Catering Services

Attachment 15:
CERTIFICATIONS AND REPRESENTATIONS
(GRANT FUNDS)

1. BYRD ANTI-LOBBYING AMENDMENT COMPLIANCE AND CERTIFICATION

For all orders above the limit prescribed in 2 CFR 215, Appendix A, Section 7 (currently \$100,000), the Offeror must complete and sign the following:

The following certification and disclosure regarding payments to influence certain federal transactions are made per the provisions contained in OMB Circular A-110 and 31 U.S.C. 1352, the "Byrd Anti-Lobbying Amendment."

The offeror, by signing its offer, hereby certifies to the best of his or her knowledge and belief that:

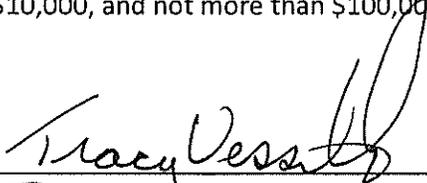
No Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress on his or her behalf in connection with the awarding 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;

If any funds other than Federal appropriated funds (including profit or fee received under a covered Federal transaction) 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 on his or her behalf in connection with this solicitation, the offeror shall complete and submit, with its offer, OMB standard form LLL, Disclosure of Lobbying Activities, to the Contracting Officer; and

He or she will include the language of this certification in all subcontract awards at any tier and require that all recipients of subcontract awards in excess of \$100,000 shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance is placed when this transaction was made or entered into. Submission of this certification and disclosure is a prerequisite for making or entering into this contract imposed by section 1352, title 31, United States Code. Any person making an expenditure prohibited under this provision or who fails to file or amend the disclosure form to be filed or amended by this provision, shall be subject to a civil penalty of not less than \$10,000, and not more than \$100,000, for each such failure.

SIGNATURE: _____



COMPANY NAME: _____

Puff n Stuff Catering, LLC

DATE: _____

7.31.2025

END OF PART IV



Ron DeSantis, Governor

Melanie S. Griffin, Secretary



STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION

DIVISION OF HOTELS AND RESTAURANTS

THE CATERER (2013) HEREIN IS LICENSED UNDER THE
PROVISIONS OF CHAPTER 509, FLORIDA STATUTES

PUFF N STUFF CATERING LLC

PUFF 'N STUFF CATERING, LLC
5804 E COLUMBUS DRIVE
TAMPA FL 33619

LICENSE NUMBER: CAT3913191

EXPIRATION DATE: FEBRUARY 1, 2026

Always verify licenses online at MyFloridaLicense.com

ISSUED: 01/31/2025

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.



Request for Taxpayer Identification Number and Certification

Go to www.irs.gov/FormW9 for instructions and the latest information.

**Give form to the
requester. Do not
send to the IRS.**

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See Specific Instructions on page 3.	1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.) Puff 'n Stuff Catering, LLC		
	2 Business name/disregarded entity name, if different from above.		
	3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C corporation <input type="checkbox"/> S corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input checked="" type="checkbox"/> LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) S Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) _____		
	3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions <input type="checkbox"/>		
	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____ <i>(Applies to accounts maintained outside the United States.)</i>		
	5 Address (number, street, and apt. or suite no.). See instructions. 250 Rio Drive	Requester's name and address (optional)	
	6 City, state, and ZIP code Orlando, FL 32810		
7 List account number(s) here (optional)			

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number									
or									
Employer identification number									
4	3	-	1	9	9	8	3	0	1

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person <i>Chrissy Hembree</i>	Date 1/13/2025
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they



Puff 'n Stuff

EVENTS | CATERING

On behalf of the entire team at Puff 'n Stuff Catering, we want to thank you for giving us the opportunity to submit a response for RFP No. 20255-14 for Emergency Feeding and Catering Services for the City of North Port.

We have a longstanding history in Florida with various clients, venues, vendors and Emergency Contracts. We are honored to submit this bid and look forward to the opportunity to work together soon.

Tracy Vessillo