

Quote Request

2015 Hot Meals for Emergency and Unplanned Meetings

Quotes due December 5, 2014 @ 10:00 a.m.

Fax to Debbie Norkevicius at (412) 456-5007

The Housing Authority of the City of Pittsburgh is in search of an individual or business that can provide catered meals for various meetings and events planned and unplanned during the 2015 year. Our meetings will be held at various HACP sites, located throughout the City of Pittsburgh.

****This may also include catering services for emergency situations such as power outages or loss of water services etc.**

SCOPE OF SERVICE FOR HOT LUNCH MEALS

Meals are to be delivered and set up at least one (1) hour before meetings start..

- Example of a meal include: 1 meat or main entrée, 2 sides, salad, dessert, regular and diet beverages, water, rolls/bread and butter, condiments, paper products to include table cloth for food table, plastic utensils, serving utensils and ice
- Additional meal option: boxed lunch/dinner – sandwich, fruit, chips/snack and drink
- Provider will be given the date and location of meetings with as much notice as possible; however, there may be emergency situations where HACP cannot provide more than 8 hour notice.
- Provider will coordinate services with assigned HACP staff members and must communicate with staff each month to coordinate the menu for each meeting
- Vendor to submit original invoice immediately after each meeting – with delivery acceptance signature

Quote should include per meal cost and delivery/set up fee.

Please contact Debbie Norkevicius at 412.456.5000 Ext. 8505 or
Debbie.Norkevicius@HACP.org with any questions about the above scope.

Quote Request

2015 Hot Meals for Emergency and Unplanned Meetings

Quotes due 10/5/2014 @ 10am

Cost for Hot Meal per meal \$ _____

Cost for Cold/Box Meal \$ _____

Total Cost for both Hot and Cold Meals \$ _____

Total Cost for both Hot and Cold Meals \$ _____
(in words)

Contract award will be based on lowest total bid amount

(Please print clearly)

Company Name: _____

Address: _____
(of company)

Signature: _____

Print Name: _____
(of person signing)

Phone Number: _____ **Fax:** _____

Email: _____