

# Quote Request

2017 Hot Meals for Emergency and Unplanned Meetings

**Quotes due March 14, 2017 @ 1:00 p.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 2017 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
- 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 (or as needed)
- 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

## 2017 Hot Meals for Emergency and Unplanned Meetings

Quotes due 3/14/2017 @ 1PM

Cost for Hot Meal per meal \$ \_\_\_\_\_

Set up/Delivery charge per meeting \$ \_\_\_\_\_ each  
(Per meeting)

Grant Total \$ \_\_\_\_\_  
(Add Hot Meal line and Set/up Delivery line together)

Grant Total \$ \_\_\_\_\_  
(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: \_\_\_\_\_