

Quote Request

Catering for Choice Neighborhood Meetings

Quotes due Monday, August 4, 2014 @ 11:00 a.m.

Fax to Debbie Norkevicius at (412) 456-5007

Scope of Work

The Housing Authority of the City of Pittsburgh is in search of an individual or business that can provide catered hot and cold breakfasts, hot and cold lunches, hot and cold dinners, bagged/boxed lunches and dinners during the 2014-2015 year. Meetings will be held in various locations throughout the City of Pittsburgh for Choice Neighborhood Meetings.

- Provider will be given locations one (1) week before event, except on short notice meetings
- Provider will coordinate services with assigned HACP staff members
- Meals to be delivered and set up one hour before meeting start times
- Vendor to submit original invoice immediately after each meeting with delivery acceptance signature from HACP staff member
- Up to 100 meals per meeting

Vendor will provide the following:

Breakfast: **Hot** – 1 meat/ or main entrée, 2 sides, regular & decaf coffee, juice, condiments,
 Cold – continental breakfast, juice, regular & decaf coffee

Lunch: **Hot** - 1 meat/or main entrée, 2 sides, salad, dessert, regular and diet beverages, water, rolls/bread and butter

Cold (bagged/boxed) – sandwich, salad, cookies, fruit, regular and diet beverages, water

Dinner: **Hot** – 1 meat/or main entrée, 2 sides, salad, dessert, regular and diet beverages, water, rolls/bread and butter

Cold (bagged/boxed) – sandwich, salad, chips, cookies, fruit regular and diet beverages, water

Condiments: (As appropriate for each meal including but not limited to)

 Breakfast – syrup, butter, ketchup, jelly,

 Lunch – mayonnaise, mustard, salt & pepper, ice

 Dinner – salt & pepper, ice

All Paper Products

Serving Utensils, Plates, Cups, Forks, Knives and Napkins,

Please contact Debbie Norkevicius at 412-456-5116 opt 4 or Debbie.Norkevicius@HACP.org with any questions about the above scope

Quote Request

Catering for Choice Neighborhood Meetings

Quotes due 8/4/2014 @ 11am

Cost per person for Hot Breakfast Meetings \$ _____

Cost per person for Cold Breakfast Meetings \$ _____

Cost per person for Hot Lunch Meetings \$ _____

Cost per person for Cold (Box/Bagged) Lunch
Meetings \$ _____

Cost per person for Hot Dinner Meetings \$ _____

Cost per person for Cold (Box/Bagged) Dinner
Meetings \$ _____

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: _____