

Quote Request

Catering for Choice Neighborhood Meetings

Quotes due January 24, 2018 @ 10:00 a.m.

Fax to Debbie Norkevicius at (412) 456-5007

The Housing Authority of the City of Pittsburgh is in search of a business to provide catered hot or cold lunches and dinners as well as bagged or boxed lunches and dinners for one (1) year. These meetings will be held in the Bedford Dwellings/Hill District area or Downtown Pittsburgh.

- Provider will be given notification one (1) week before large events and three (3) days before small 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
- The number of people is only an estimate and for an illustrative purpose. It does not necessarily reflect actual number of people for each catering service requested by HACP.
- Quote should include delivery and set up charge built into the per person charge.

Vendor will provide the following:

- Large Meetings:** **Hot** - Main entrée, 1 side and salad, dessert, regular and diet beverages, and water. All paper products (cups, plates, forks, knives, napkins). Serving Utensils, and condiments such as salt and pepper, butter, ice, and etc., should also be included.
- Small Meeting** **Cold** (bagged/boxed) – sandwich, salad or fruit, cookies, , regular and diet beverages, and water. All paper products(cups, plates, forks, knives, napkins) if needed, serving Utensils if needed, and condiments such as salt and pepper, mustard, mayonnaise, butter, ice, etc. should also be included.

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

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Meeting Size	Approximate # of People	No. of Meetings	Cost Per Person*	TOTAL
Large Meeting	120	4		
Small Meeting	30	12		
GRAND TOTAL				

*price for set up and delivery should be included in per person cost.

*approximate number of people is just for pricing purposes, not a mandatory number.

Grant Total \$ _____
(Add Large Meeting Total + Small Meeting Total)

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: _____