

# Quote Request

Catering for Larimer East Liberty CN Rebid

**Quotes due August 3, 2018 @ 12:00PM**



**Fax to Brandon Havranek at (412) 456-5007 or  
email to [Brandon.Havranek@HACP.org](mailto:Brandon.Havranek@HACP.org)**

## Scope of Work

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 Larimer/East Liberty neighborhood.

- 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 Meeting (Average 120 people.\*): The meetings are expected to be held typically in the evening and the food should be ready to be served at 5:30 PM.
  - Dinner Buffet or Dinner Box (HACP's discretion): 1 meat/or Main entrée, 1 starch, 1 vegetable, and 1 dessert per serving.
  - Combination of regular and diet soda beverages (70%) and water bottles (30%)
  - All Paper Products. Serving Utensils, Plates, Cups, Forks, Knives and Napkins. Provide extra 10% of water/beverage bottles.
  - Includes 5% of the meals for vegan diet.
- Small Meetings (Average 30 people.\*): The meetings would be held either around lunch hour or evening.
  - Lunch box: 1 sandwich, 1 side or salad, and 1 dessert per serving.
  - All Paper Products. Serving Utensils, Plates, Cups, Forks, Knives and Napkins.
  - Combination of regular and diet soda beverages (70%) and water bottles (30%). Provide extra 10% of water/beverage bottles.
  - Includes 10% of the meals for vegan diet.
- Location of Meetings: Larimer/East Liberty neighborhood.

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- The cost should include all expenses including, but not limited to, transportation.
- Tips are not allowed.

For more information or questions, please contact Brandon Havranek @  
412-456-5000 x8546 or [Brandon.Havranek@HACP.org](mailto:Brandon.Havranek@HACP.org)

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\* The number of servings per meeting is not fixed. HACP will determine the number of servings for each meeting within the given range.

Meeting Size	Approximate # of People	No. of Meetings	Cost Per Person*	TOTAL
Large Meeting	120	5		
Small Meeting	30	10		
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 responsive and responsible bid amount**

(Please print clearly)

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_  
(of company)

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_  
(of person signing)

Phone Number: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_