

# Quote Request

Catering Services for Choice Neighborhood Implementation Meetings

**Quotes due July 8, 2015 @ 1:00 p.m.**

**Fax to Debbie Norkevicius at (412) 456-5007**

## SCOPE OF WORK

Catering Services for:

- Five (5) Large Community Meeting (120 people) to be held in the evening (around 6:00PM)  
Dinner Buffet:
  - One (1) meat or main entrée
  - One (1) side
  - Salad
  - Dessert
  - Regular and Diet beverages
  - Water
  - Rolls/bread and butter
  - All Paper products, serving utensils, plates, cups, forks, knives, and napkins
- Four (4) Small Evening Meetings (30 people) to be held in the evening (around 6:00PM).  
Brownbag Meals
  - One (1) Sandwich
  - One (1) side
  - One (1) dessert
  - Regular and Diet beverages
  - Water
  - All Paper products, plates, cups, forks, knives, and napkins
- 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

## Catering Services for Choice Neighborhood Implementation Meetings

Quotes due 7/8/15 @ 1:00 p.m.

	Price	Estimated People	Meetings	TOTAL
Large Meetings	Per Person	120	5	
Small Meetings	Per Person	30	4	
			Grand Total*	

\*Add Total Columns for Grand Total.

Total Cost \$ \_\_\_\_\_  
(Grand Total)

Total Cost \_\_\_\_\_  
(Grand 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: \_\_\_\_\_