# Quote Request

## Hot Lunches for 2016 Tenant Council Forum Meetings

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**Quotes due December 14, 2015 @ 2:00 p.m.**

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

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The Housing Authority of the City of Pittsburgh is in search of an individual or business that can provide catered meals for Tenant Council Forum meetings on the third Thursday every month during the 2016 year.  Our meetings will be held at the Pressley Street High Rise, located at 601 Pressley Street, Pittsburgh, Pa 15212.

### 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 two (2) weeks prior to event.
- There will be nine (9) Tenant Council Forum Meetings during 2016, which will be held on the third Wednesday of each month.  Meeting will not be held in July, August or December. (Plan for 60 meals per meeting/month – total 540 meals)
- 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

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

# Quote Request

## Hot Lunches for 2016 Tenant Council Forum Meetings

Quotes due 12/14/2015 @ 2pm

**540 Hot Meal Lunches -**    $_____ each    $_____Total
                              (individual meal)                    (individual X 540)

**Set up/Delivery charge per meeting -** $_____ each    $ _____ Total
                                          (Per meeting)              (Per meeting X 12)

Grand Total:_____

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:** _____