

Quote Request

Hot Lunches for RAB Meetings March 2017 through February 2018

Quotes due March 14, 2017 @ 10:00 a.m.

Fax to Debbie Norkevicius at (412) 456-5007

The Housing Authority of the City of Pittsburgh is in search of an individual or business that can provide catered meals for Resident Advisory Board Meetings during March 2017 through February 2018. Our meetings will be held at our main office at 200 Ross Street, 9th Floor, Pittsburgh, Pa 15219.

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: 2 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 eleven (11) Resident Advisory Board Meetings during March 2017 – February 2018, which will be held around the third or fourth Tuesday of each month. (Plan for 40 meals per meeting/month – total 440 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

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.

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Type of Meeting	No. of people	No. of Meetings	Price Per Person	Total (Price Per Person X No. of People X No. of Meetings)
Resident Advisory Board	40	11		
Set-Up/Delivery Charge	N/A	11	N/A	
GRAND TOTAL				

Grand Total: _____
(total from above total of RAB with delivery charge)

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: _____