

# Quote Request

Hot Lunches for Tenant Council Forum Meetings April 2017 – February 2018

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

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

The HACP is in search of an individual or business that can provide catered meals for Tenant Council Forum meetings on the third Wednesday every month during April 2017 through February 2018. 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: 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 nine (8) Tenant Council Forum Meetings during April 2017 – February 2018, which will be held on the third Wednesday of each month. Meeting will not be held in July, August or December. (Plan for 75 meals per month/meeting – total 600 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 meal cost and delivery/set-up fee.**

Please contact Debbie Norkevicius at 412.456.5000 Ext. 8505 or [Debbie.Norkevicius@HACP.org](mailto:Debbie.Norkevicius@HACP.org) with any questions about the above scope.

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Quotes due 3/14/2017 @ 10am

Type of Meeting	No. of people	No. of Meetings	Price Per Person	Total (Price Per Person X No. of People X No. of Meetings)
Tenant Council Forum	75	8		
Set-Up/Delivery Charge	N/A	9	N/A	
GRAND TOTAL				

Grand Total: \_\_\_\_\_  
(total from above total of TC Meetings 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: \_\_\_\_\_