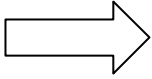


# Quote Request

## 2019 Hot Meals for Resident Meeting, Special Events and Emergencies

**Quotes due January 11, 2019 @ 11 A.M.**



**Fax to Travis Albright at (412) 456-5007 or  
email to Travis. Albright@HACP.org**

### **Scope of Work**

**The Housing Authority of the City of Pittsburgh is in search of an individual or business that can provide catered meals for various meetings and events planned and unplanned during the 2019 year. Our meetings will be held at various HACP sites, located throughout the City of Pittsburgh.**

**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 with as much notice as possible; however, there may be emergency situations where HACP cannot provide more than 8 hour notice.
- Provider will coordinate services with assigned HACP staff members and must communicate with staff each month to coordinate the menu for each meeting (or as needed).
- Vendor to submit original invoice immediately after each meeting - with delivery acceptance signature.

**Quote should include per meal cost and delivery set up fee**

For more information or questions, please contact Travis Albright @ 412-456-5000 x8505 or Travis.Albright@HACP.org

# Quote Request

## 2019 Hot Meals for Resident Meeting, Special Events and Emergencies

Quotes due **January 11, 2019 @ 11 A.M.**

Cost for Hot Meal per meal \$ \_\_\_\_\_

Set up/Delivery charge per meeting \$ \_\_\_\_\_ each  
(Per meeting)

Grand Total \$ \_\_\_\_\_  
(Add Hot Meal line and Set/up Delivery line together)

Grand 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: \_\_\_\_\_