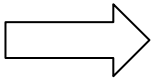


# Quote Request

Lunches for Tenant Council Forum Meetings January – October 2019

**Quotes due January 11, 2019 @ 10 AM**



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

## **Scope of Work**

The HACP is in search of an individual or business that can provide catered meals for Tenant Council Forum meetings on the third Wednesday from January - October (Seven meetings are to be scheduled). Our meetings will be held at the Pressley Street High Rise, located at 601 Pressley Street, Pittsburgh, Pa 15212.

**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 cloths 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 seven (7) Tenant Council Forum Meetings during January - October 2019 which will be held on the third Wednesday of each month. Meetings will not be held in April, July, August, November, or December. (Plan for 75 meals per month/meeting — total 525 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**

For more information or questions, please contact Travis Albright @ 412-456-5000 x8505 or [Travis.Albright@HACP.org](mailto:Travis.Albright@HACP.org)

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Lunches for Tenant Council Forum Meetings January – October 2019

Quotes due **January 11, 2019 @ 10 A.M.**

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	7		
Set-Up/Delivery Charge	N/A	7	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 responsive and responsible bid amount**

(Please print clearly)

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_  
(of company)

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_  
(of person signing)

Phone Number: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_