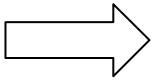


Quote Request

2020 Hot Meals for Resident Meeting, Special Events, and Emergencies

Quotes due December 13, 2019 @ 9:00AM



**Fax to Brandon Havranek at (412) 456-5007 or
email to Brandon.Havranek@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 2020 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 hours 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 fee.

For more information or questions, please contact Brandon Havranek @
412-456-5000 x8546 or Brandon.Havranek@HACP.org

Quote Request

2020 Hot Meals for Resident Meeting, Special Events, and Emergencies

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Cost for Hot Meal per meal \$ _____

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

Total Cost: \$ _____

Total Cost: \$ _____
(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: _____