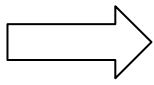


Quote Request

Hot Lunches for RAB Meetings January-December 2020

Quotes due December 13, 2019 @ 10:00AM



**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 Resident Advisory Board Meetings, which are held monthly from January – December 2020. Our meetings will be held at our main office at 200 Ross Street, 9th Floor Pittsburgh, PA, 15219.

Meals are to be delivered and set up at least one (1) hour before meeting start, approximately 11 a.m.

- 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 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 ten (10) Resident Advisory Board Meetings during 2020, which will be held around the third or fourth Tuesday of each month. (Plan for 40 meals per meeting/month – total 400 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.

(Ten meetings total, no meetings in August or November)

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

Quote Request

Hot Lunches for RAB Meetings January-December 2020

Quotes due 12/13/2019 @ 10:00 a.m.

Quote should include per meal cost and delivery/set-up fee.

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	10	\$	\$
Set-up/ Delivery Charge	N/A	10	N/A	\$
GRAND TOTAL				\$

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: _____