

Quote Request

Stenographer Services

Quotes due June 12, 2020 @ 11:00 AM

Email to Brandon.Havranek@HACP.org

SCOPE OF WORK

The selected firm will be responsible for providing the Allies & Ross Management and Development Corporation (ARMDC), an instrumentality of the Housing Authority of the City of Pittsburgh (HACP), stenographer services for resident meetings at the Manchester Citizens Corporation Center (1319 Allegheny Avenue, Pittsburgh, PA 15233).

- Thirteen (13) Afternoon Meetings (10-20 people): The meetings are expected to be held at 1:00pm to 2:00pm on weekdays and Saturdays.
- Seven (7) Evening Meetings (10-20 people): The meetings are expected to be held at 6:00pm to 7:00pm on weekdays.

Meetings shall last approximately sixty (60) to ninety (90) minutes. The quote should include all expenses including, but not limited to, transportation. The stenographer services shall be provided within 2-3 weeks from the issuance of a Notice to Proceed.

The estimated period of stenographer services is approximately 10-15 months; therefore, the contract shall have a one (1) year term, with a one (1) year extension option.

For more information or questions, please contact Brandon
Havranek @ Brandon.Havranek@HACP.org

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Meeting Type	Cost per Meeting	# of Meetings	Total
Afternoon	\$	13	\$
Evening	\$	7	\$

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: _____