

# Quote Request

Cold Lunches for April 2023 through July 2023 HACP Community Listening Posts

**Quotes due March 31,2023 @ 10:00 a.m.**

Fax to Anna Jasim at (412) 456-5007 or Email to  
Anna.Jasim@hacp.org

The Housing Authority of the City of Pittsburgh is in search of an individual or business that can provide boxed lunches for the Community Listening Posts from April 2023 through July 2023. These meetings will be at various locations throughout the City of Pittsburgh. Please see attached schedule for addresses, dates, and times.

## **SCOPE OF SERVICE FOR BOXED LUNCHES**

**Meals are to be delivered and set up at least one (1) hour before meetings start.**

- Example of a meal include: 1 sandwich, 2 snacks (chips, cookies), condiments, paper products, and plastic utensils.
- Provider will be given the date and location of meetings two (2) weeks prior to event.
  - There will be **ten (10) Community Listening Posts** from April 2023 through July 2023
  - (Plan for 50-150 meals per meeting/month – total 685 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.
- All Meeting times are from 2:00PM – 4:00PM

**Quote should include per meal cost and delivery.**

Date	Community	Total Residents	Total lunches needed
<u>4/6/2023</u>	<u>PA Bidwell</u> 1014 Sheffield St, Pittsburgh, PA 15233	70	50
4/20/2023	<u>Bedford Dwellings</u> 2305 Bedford Ave. Pittsburgh, PA 15219	376	150
5/4/2023	Homewood North 10 Albertice St Pittsburgh, Pa 15208	116	100
5/11/2023	<u>Caliguri Plaza</u> 801 E Warrington Ave, Pittsburgh, PA 15210	95	50
5/18/2023	<u>Finello Plaza</u> 3206 Niagara St, Pittsburgh, PA 15213	60	50
6/08/2023	<u>Murray Towers</u> 2825 Murray Ave, Pittsburgh, PA 15217	62	50
6/15/2023	<u>Frank Mazza Pavilion</u> 920 Brookline Blvd, Pittsburgh, PA 15226	30	50
6/29/2023	<u>Arlington Heights</u> 3123 Cordell Place Pittsburgh, PA 15210	243	100
7/13/2023	<u>Morse Gardens</u> 2416 Sarah St, Pittsburgh, PA 15203	68	50
07/20/2023	<u>Gualtieri Manor</u> 2125 Los Angeles Ave, Pittsburgh, PA 15216	29	35

For more information or questions, please contact Anna Jasim at 412-456-5000 ext. 2869 or at [anna.jasim@hacp.org](mailto:anna.jasim@hacp.org) with any questions about the above scope.

# Quote Request

Boxed Lunches for April 2023 through July 2023 Community Listening Posts

Quotes due:

685 Boxed Lunches - \$ \_\_\_\_\_ each \$ \_\_\_\_\_ Total

Delivery charge per meeting - \$ \_\_\_\_\_ each \$ \_\_\_\_\_ Total

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

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

(in words)

**Contract award will be based on lowest total bid amount**

(Please print clearly)

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

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

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

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

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

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