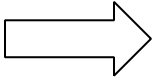


# Quote Request

2024 Hot Lunches for Bedford Choice Resident Leadership - Jan. - Dec. 2024

Quotes due January 3, 2024 at 10:00 a.m.



**Fax to Kathleen Obringer at (412) 456-5007 or**

For respondents wishing to submit online, please go to the following web address to upload documents:

<https://www.dropbox.com/request/yrBtVm5Y85zi4CZwhhqv>

## Scope of Work –Bedford Choice Resident Leadership Meetings

The Housing Authority of the City of Pittsburgh is in search of an individual or business that can provide catered meals for Bedford Resident Leadership Meetings, which will be held monthly from January - December 2024. Our meetings will be held at Bedford Envision Center, 2305 Bedford Avenue, Pittsburgh, PA, 15219.

**Meals are to be delivered and set up at least one (1) hour before meeting start, approximately 10 a.m.**

- Example of a meal include: 2 meats 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 the event
- There will be six (11) Bedford Choice Resident Leadership Meetings during 2024, which will be held the third Thursday of each month. (Plan for 30 meals per meeting/month = total 330 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

(11 meetings total)

For more information or questions, please contact Kathleen @  
412-643-2766 or [Kathleen.Obringer@HACP.org](mailto:Kathleen.Obringer@HACP.org)

# Quote Request

2024 Hot Lunches for Bedford Choice Resident Leadership, Jan. - Dec. 2024

Quotes due 01/03/2024 at 10:00 a.m.

**Choice Neighborhood Incentives 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)
Bedford Choice Resident Leadership	30	11	\$	\$
Set-up/ Delivery Charge	N/A	11	N/A	\$
<b>GRAND TOTAL</b>				\$

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: \_\_\_\_\_