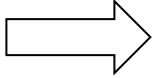


Quote Request

Continental Breakfast and Boxed Lunches for Procurement Training

Quotes due March 8, 2024, at 10:00 A.M.



Submit to Dropbox:

<https://www.dropbox.com/request/NM19w0hLQ75AFoE5o7my>

Scope of Work

The Housing Authority is seeking bids on a contract for the following:

Provide a Continental Breakfast and Boxed Lunches for March 18, 19 and 20, 2024:

Delivery Location:

Skyline Terrace
385 Elmore Street
Pittsburgh, PA 15219

Continental Breakfast and Boxed Lunches for Procurement Training March 18-20, 2024

***Continental Breakfast: Please arrive No Later than 7:15am – Set-up complete no later than 7:45am:**

- Regular and Decaf Coffee
- Creamer, Sugar, Artificial Sweetener
- Orange Juice
- Bottled Water
- Fresh Fruit
- Assorted Bagels (Sliced) – Not to Include Onion or Everything Bagels
- Butter
- Cream Cheese
- Assorted Pastries
- All Serving Utensils
- Plastic Cutlery to Include Forks, Spoons and Knives
- Lunch sized Napkins.
- Heavy Duty Paper Plates
- Coffee Cups with Lids
- Coffee Stirs

Quote Request

Continental Breakfast and Boxed Lunches for Procurement Training

***Boxed Lunches: Please arrive No Later than 11:15am – Set-up complete no later than 11:45am:**

- Regular Coffee and Decaf Coffee
- Creamer, Sugar, Artificial Sweetener
- Assorted chilled Sodas to include diet cola, regular cola, non-caffeinated options such as Sprite or Ginger ale.
- Bottled Water
- Plastic Cutlery to Include Forks, Spoons and Knives
- Lunch sized Napkins.
- Heavy Duty Paper Plates
- Coffee Cups with Lids
- Cold Beverage Cups
- Ice for Beverages
- Bowl for Ice
- Coffee Stirs

36 Boxed Lunch to Include:

- Deli sandwiches to include the following:
 - 12 Turkey and Cheese, 12 Ham and Cheese, 8 Roast Beef and Cheese, 4 Roasted Vegetable (Vegetarian Option)
 - Chocolate Chip Cookie
 - Individual Bags of Chips
 - Individual Mustard, Mayonnaise, Salt and Pepper Packets

***For Both Breakfast and Lunch:**

- All serving utensils, platters, trays, bowls, cutlery, cups, plates, and napkins should be disposable.
- All items should be trayed and/or in the necessary serving containers upon arrival.

For more information or questions, please contact Anna Jasim at 412-643-2869 or Anna.Jasim@hacp.org.

Quote Request

Continental Breakfast and Boxed Lunches for Procurement Training

Quotes due March 8, 2024, by 10:00 A.M.

Total Cost of Continental Breakfast: \$ _____

Total Cost of Boxed Lunches: \$ _____

Delivery Charge: \$ _____

Total Cost: \$ _____
(Continental Breakfast + Boxed Lunches + Delivery Charge)

Total Cost: \$ _____
(in words)

The contract award will be based on the lowest responsive and responsible bid amount.

(Please print clearly)

Company Name: _____

Address: _____
(of company)

Signature: _____

Print Name: _____
(of person signing)

Phone Number: _____ Fax: _____

Email: _____