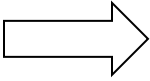


# Quote Request

2025 Hot Meals for Resident Advisory Board, Listening Post, Community Meetings Jan- Dec. 2025



**Quotes due January 9, 2025, @ 11:00 AM**  
**Email bids to Loreal.Cryder@hacp.org**

## Scope of Work

### **RAB, Listening Post, Community Meetings**

The Housing Authority of the City of Pittsburgh is in search of an individual or business that can provide catered meals for meetings, which will be held monthly from January – December 2025. Our meetings will be held at various locations, which will be given in advance of the meetings.

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

- 1) 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.
- 2) Provider will be given the date and location of meetings two (2) weeks prior to the event.
- 3) There will be twelve (12) Meetings during 2025, which will be held the third Thursday of each month. (Plan for 40 meals per meeting/month = total 480 meals).
- 4) Provider will coordinate services with assigned HACP staff members and must communicate with staff each month to coordinate the menu for each meeting.
- 5) Vendor to submit original invoice immediately after each meeting – with delivery acceptance signature.

(11 meetings total)

For more information or questions, please contact Loreal Cryder at  
412-643-2785 or loreal.cryder@hacp.org

# Quote Request

2025 Hot Meals for Resident Advisory Board, Listening Post, Community Meetings Jan- Dec. 2025

Quotes due January 9, 2025 @ 11:00 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	40	12	\$	\$
SetUp/ Delivery Charge	N/A	12	N/A	\$
GRAND TOTAL				\$

Total Cost: \$ \_\_\_\_\_

Total Cost: \$ \_\_\_\_\_  
(in words)

**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: \_\_\_\_\_