

Quote Request

2025 Hot Lunches for Bedford Choice Resident Leadership, April - Dec. 2025

Quotes due April 8, 2025 at 9:00 a.m.

Fax to Robert Rounsley at (412) 456-5007 or email
to Robert.Rounsley@HACP.org

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 April - December 2025. Our meetings will be held at Bedford Envision Center, 2305 Bedford Avenue, Pittsburgh, PA, 15219.

Caterer Obligations

- The caterer must present a clean and professional appearance, especially when working directly with HACP staff and residents.
- The caterer must present and confirm the menu items before delivery of meals.

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

- Examples of a meal include: 2 meats or main entree, 2 sides, salad, dessert, regular and diet beverages, water, rolls/bread and butter, condiments, paper products to include tablecloths for food table, plastic utensils, serving utensils and ice.
- The provider will be given confirmation of date and location of meetings two (2) weeks prior to the event.
- There will be seven (7) Bedford Choice Resident Leadership Meetings during 2025, which will be held on the third Thursday of the planned month. (Plan for 30 meals per meeting/month = a total of 210 meals).
- The provider will coordinate services with assigned HACP staff members and must communicate with staff to coordinate the menu for each meeting.
- Vendor to submit original invoice immediately after each meeting - with delivery acceptance signature.

(7 meetings total)

For more information or questions, please contact Robert Rounsley at
412-643-2762 or Robert.Rounsley@HACP.org

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Choice Neighborhood Initiative 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	7	\$	\$
Set-up/ Delivery Charge	N/A	7	N/A	\$
GRAND TOTAL				\$

Total Cost: \$ _____

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: _____