

Quote Request

2026 Hot Meals for Community Meetings – March to December

Quotes due January 20, 2026, at 10:00 A.M.

Email Quotes to Kathleen.Obringer@hacp.org

Scope of Work

Community Meetings – March – December 2026

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 March – December 2026. Our Meetings will be held at various High-Rise Buildings, Communities or HACP Headquarters (7th Floor), 412 Boulevard of the Allies, Pittsburgh, PA 15219. Location will be provided in advance of the meetings

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 starts:

- Examples of a meal include: two (2) meats or main entrees, two (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 or Boxed Meals to include sandwich, chips, cookie, fruit and water.
- The provider will be given the date and location of meetings at least two (2) weeks prior to the event.
- There will be an estimate of ten (10) meetings during 2026, and the caterer should plan for an estimated 40 meals per meeting/month = estimated total 400 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.

Estimated Ten (10) Meetings Total

Invoices should include Price Per Meal cost and Set Up/Delivery Fee

For more information or questions, please contact Kathleen Obringer
at (412) 643-2776 or Kathleen.Obringer@hacp.org

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No. of People	Price Per Meal	Set Up/Delivery Fee Per Meeting	Total Price Per Meeting (No. of People X Price Per Meal) + Set Up/Delivery Fee Per Meeting
40	\$	\$	\$
GRAND TOTAL (Total Price Per Meeting X 10 Total Estimated Meetings)			\$

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: _____

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