

Vendor Name: _____
Payment Terms: _____
Delivery Date: _____
Email Address: _____
Signature: _____

SHIP City of Oak Ridge
TO (See Instructions Below)
*
(865) 425-1819 FAX (865) 482-8475
Lyn Majeski lmajeski@oakridgetn.gov

Lyn Majeski 8/2/19

Ordered - 08/02/19
Requested - 08/30/19

8 a.m. TO 3 p.m.

Description / Supplier Item	UM	Unit Cost	Extension	Req. Dt
FY20 Holiday Luncheon	300	EA	EA	08/30/19

Request for catering the City of Oak Ridge Holiday Luncheon:

Date: Wednesday, December 11, 2019
Time: 11:00 A.M. - 1:30 P.M.
Location: Civic Center Gym
1403 Oak Ridge Turnpike
Oak Ridge, TN 37830

Attendees: 300-400

Buffet Style Holiday Fare to Include but not limited to:
(Turkey/Ham, mashed potatoes, gravy, vegetables, bread,
dessert(s), tea, coffee and disposable serviceware.)

The City will provide table setup and kitchen area.

Bids must be received by 12:00 P.M. August 30, 2019

Bids may be emailed - lmajeski@oakridgetn.gov

faxed - 865-482-8475

mailed - City of Oak Ridge

Attn: Lyn Majeski

PO Box 1

Oak Ridge, TN 37831

UPS/FedEx - City of Oak Ridge

Attn: Lyn Majeski

100 Woodbury Lane

Oak Ridge, TN 37830

All questions regarding this requisition should be directed
to Cindi Gordon at 865-425-3559 by 5:00 P.M. on 08/29/19.

Late bids will not accepted.

Total Order