

Vendor Name: _____
Payment Terms: _____
F.O.B.: _____
Delivery Date: _____
Ship Via: _____
Signature: _____

SHIP City of Oak Ridge - Materials Management
TO 100 Woodbury Lane / P.O. Box 1
Oak Ridge, TN 37830
(865) 425-1819 FAX (865) 482-8475
Lyn Majeski lmajeski@oakridgetn.gov

Lyn Majeski 8/1/14

Ordered - 08/01/14
Requested - 08/19/14

Description / Supplier Item	UM	Unit Cost	Extension	Req. Dt
FY15 Holiday Luncheon	350-400 EA		EA	08/19/14

Request for catering the City of Oak Ridge Holiday Luncheon:

Date: December 10, 2014
Time: 11:00 A.M. - 1:30 P.M.
Location: Civic Center Gym
1403 Oak Ridge Turnpike
Oak Ridge, TN 37830

Attendees: 350-400
Buffet Style Holiday Fare to Include:
(Turkey/Ham, mashed potatoes, gravy, vegetables, bread,
dessert, tea, coffee and disposable serviceware.)

*
The City will provide table setup and kitchen area.
*

Bids must be received by 12:00 P.M. August 19, 2014.

Bids may be emailed - lmajeski@oakridgetn.gov
faxed - 865-425-1819
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

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All questions regarding this requisition must be emailed to
lmajeski@oakridgetn.gov by 5:00 P.M. August 12, 2014.

Total Order