

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

Email: _____

Ordered - 08/23/16 Freight
Requested - 08/23/16 Taken By -
Delivery - Deliveries are accepted 8 a.m. TO 3 p.m.

Description / Supplier Item	UM	Unit Cost	Extension	Req. Dt
FY17 Holiday Luncheon	300-400 EA		EA	08/23/16

Request for catering the City of Oak Ridge Holiday Luncheon:

Date: Wednesday, December 7, 2016

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 5:00 P.M. September 23, 2016.

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

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All questions regarding this requisition should be directed
to Cindi Gordon at 865-425-3559 by 5:00 P.M. on 09/23/16.
*

Late bids will not accepted.

Total Order
