

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 10/12/21

Ordered - 10/12/21
Requested - 10/29/21

8 a.m. TO 3 p.m.

Description / Supplier Item	UM	Unit Cost	Extension	Req. Dt
FY22 Holiday Luncheon	300	EA	EA	10/29/21

Request for catering the City of Oak Ridge Holiday Luncheon:

Date: Wednesday, December 8, 2021
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. October 29, 2021
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 10/28/21.

Late bids will not be accepted.

Total Order