

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 9/15/23

Ordered - 09/15/23
Requested - 10/04/23

Description / Supplier Item	UM	Unit Cost	Extension	Req. Dt
FY24 Holiday Luncheon Request for catering the City of Oak Ridge Holiday Luncheon: Date: Wednesday, December 13, 2023 Time: 11:00 A.M. - 1:30 P.M. Location: Civic Center Gym 1403 Oak Ridge Turnpike Oak Ridge, TN 37830 Attendees: Approximately 300 Buffet Style Holiday Fare to Include but not limited to: Turkey, Ham, Dressing, Mashed Potatoes/Gravy, Vegetables, Breads, Assorted Pies, Coffee, Tea Disposable Dinnerware/Service ware The City will provide table setup and kitchen area. Bids must be received by 12:00 P.M. October 04, 2023 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 10/02/23. Late bids will not accepted.	EA		EA	10/04/23

Total Order