



URBAN ALCHEMY

www.urban-alchemy.us

REQUEST FOR QUOTE FLEET VEHICLE LEASING SERVICES

ISSUE DATE

April 29, 2026

QUOTE DUE DATE

May 29, 2026

QUESTIONS DEADLINE

May 14, 2026

VEHICLE CITY LOCATIONS

**San Francisco | Los Angeles |
Portland | Birmingham | Atlanta |
Santa Fe | Denver**

Contact Information

Urban Alchemy | ua-rfp@urban-alchemy.us



1. About Urban Alchemy

Urban Alchemy is a non-profit organization dedicated to healing communities at the intersection of extreme poverty, addiction, mental illness, and homelessness. Our mission is to transform urban spaces with respect and compassion, reshaping the lives of society's most vulnerable members.

To support our community programs across multiple regions, Urban Alchemy is seeking competitive quotes from qualified vehicle leasing companies, banks, credit unions, and fleet management providers for the next 3 years with an option to renew for an additional 3 years. For this RFQ, we are requesting quotes for the lease of four (4) to six (6) or more new 2026 model-year passenger vans — specifically the KIA Carnival, Honda Odyssey, Toyota Sienna, or comparable vehicles (Chrysler/Stellantis/Voyager models are excluded from consideration).

This RFQ aims to identify a leasing partner who can reliably deliver vehicles to our regional sites, provide all required administrative and compliance support (including VIN confirmation, commercial registration, state-mandated weighing where applicable, and initial titling), and offer flexible, cost-effective lease terms that align with our operational needs.

2. Vehicle Specifications & Requirements

Urban Alchemy is requesting quotes on the following preferred vehicle models or equivalents:

- 2026 KIA Carnival (LX, EX, or SX trim — all-wheel drive preferred)
- 2026 Honda Odyssey (EX-L or Touring trim)
- 2026 Toyota Sienna (XLE or Limited trim — hybrid model preferred)
- Comparable full-size passenger van (7–8 passenger minimum capacity)

Note: Chrysler, Ram, or any Stellantis-branded models will not be considered.

All quoted vehicles must meet or include the following:

- Model year 2026 (new, not pre-owned or demo)
- Minimum 7-passenger seating capacity
- Automatic transmission
- Backup camera and standard safety package
- Bluetooth / Apple CarPlay / Android Auto connectivity
- Unlimited mileage — vehicles are expected to be driven up to 20,000 miles per year per unit
- Commercial/fleet registration in the applicable states

3. Delivery Locations

Urban Alchemy requires vehicles to be delivered ready-to-operate to the following regional sites. All registration, licensing, and titling must be completed for the applicable state prior to or at time of delivery:

- **San Francisco:** San Francisco, CA
 - 981 Howard St, San Francisco, CA 94103
 - State registration: California
- **Los Angeles:** Los Angeles, CA
 - 537 S. Broadway, Suite 300, Los Angeles, CA 90013
 - State registration: California
- **Portland:** Portland, OR
 - 1490 SE Gideon St, Portland, OR 97202
 - State registration: Oregon
- **Birmingham:** Birmingham, AL
 - 15 55th Place South, Birmingham, AL 35212
 - State registration: Alabama
- **Atlanta:** Atlanta, GA
 - 756 W Peachtree NW, Atlanta, GA 30308
 - State registration: Georgia
- **Santa Fe:** Santa Fe, NM
 - 2801 Cerrillos Rd, Santa Fe, NM 87507
 - State registration: New Mexico
- **Denver:** Denver, CO
 - 4040 Quebec, Denver, CO 80216
 - State registration: Colorado

4. Commercial Leasing Requirements

Prospective lessors must be prepared to fulfill the following commercial leasing requirements. Vendors should confirm their ability to support each item in their submitted quote:

- Commercial credit application and approval for a 501(c)(3) non-profit organization
- VIN confirmation documentation provided prior to or at delivery
- State commercial registration and initial titling completed in CA or OR as applicable
- Weight certification / scales compliance where required by California or Oregon DMV
- Proof of proper odometer disclosure statement at delivery

- Certificate of liability insurance requirements outlined to lessee (Urban Alchemy carries existing fleet insurance)
- Fleet account management capabilities — ability to handle multiple units across multiple states
- Dedicated fleet/commercial account representative for ongoing support
- Itemized statement of fees, taxes, and documentation charges — no hidden costs
- Ability to process payments through RAMP (see Section 8: Billing & Payment)

5. Lease Terms & Pricing Structure

Proposals must include a clear, itemized, and transparent pricing structure. Urban Alchemy's target parameters are as follows:

- Target vehicle price point: approximately \$44,000 per unit (MSRP or negotiated price)
- Target monthly lease payment: \$700 – \$900 per vehicle
- Unlimited mileage lease preferred; if mileage cap applies, minimum 20,000 miles/year per unit
- Lease term: 24, 36, or 48 months — please quote all applicable terms
- Quantity: quotes must be provided for 4 units, 6 units, and 8+ units to allow for volume comparison

Please provide full itemized pricing including:

- Monthly base lease payment per unit
- Capitalized cost / negotiated selling price
- Residual value (if applicable)
- Money factor / APR
- Due-at-signing / drive-off costs (first month, acquisition fee, dealer fees, taxes)
- Documentation and registration fees
- Any excess mileage charges (if unlimited mileage is unavailable)
- Disposition or early termination fees
- Any fleet or volume discount applied

6. Vendor Qualifications

To be considered, vendors must meet the following minimum qualifications:

- **Licensing:** Licenses & Permits:
 - Possess all applicable federal, state, and local licenses to conduct commercial vehicle leasing in California and/or Oregon.
- **Insurance:** Insurance:
 - Vendors must carry general liability insurance. Upon contract award, a certificate of insurance may be required.

- **Experience:** Experience:
 - Minimum two (2) years of experience providing commercial or fleet vehicle leasing services to businesses, government agencies, or non-profit organizations.
- **References:** References:
 - Provide a minimum of two (2) professional references from commercial fleet clients who received similar services within the past three (3) years.
- **Multi-State:** Multi-State Capability:
 - Demonstrated ability to register and deliver vehicles across California and Oregon with appropriate state compliance.

7. Evaluation Criteria

Submitted quotes will be evaluated based on the following weighted criteria:

- **Pricing & Cost-Effectiveness (40%):** Competitiveness and clarity of total cost of lease, monthly payment, drive-off costs, and fee transparency.
- **Service Capability & Reliability (35%):** Vehicle availability, delivery timeline, multi-site delivery capability, registration support, and dedicated account management.
- **Experience & Qualifications (25%):** Demonstrated commercial leasing experience, references, multi-state compliance history, and fleet management capability.

8. Billing & Payment — RAMP

Urban Alchemy utilizes RAMP as its primary accounts payable and corporate card platform. Vendors must confirm their ability to accept payment through the RAMP system. Please provide the following details in your submission:

- Accepted payment methods (ACH, corporate card, check, wire)
- Whether your organization can be set up as a RAMP vendor/payee
- W-9 or vendor onboarding documentation required
- Invoicing frequency (monthly, quarterly) and preferred format
- Standard payment terms (Urban Alchemy operates on Net 30)

Vendors unable to accept RAMP-facilitated payments should note this clearly in their submission and describe an alternative payment arrangement.

9. Submission Requirements

All quotes must be submitted in accordance with the following requirements:

- Format: Submit as a single PDF document
- Deadline: All quotes must be received by 5:00 PM PDT on May 22, 2026. Late submissions will not be considered.
- Submit To: ua-rfp@urban-alchemy.us
- Subject Line: "Fleet Vehicle Lease Quote – [Company Name]"

Each submission must include the following:

- Executive Summary — A brief overview of your company, fleet leasing capabilities, and proposed approach
- Company Background — Experience, qualifications, and references
- Vehicle Quotes — Itemized pricing for each vehicle model and quantity option (4, 6, and 8+ units)
- Lease Terms — Full breakdown of all lease term options (24, 36, 48 months)
- Delivery & Compliance Plan — How you will manage multi-site delivery, registration, and state compliance
- RAMP / Billing Confirmation — Confirmation of payment capability and vendor setup requirements
- References — Minimum two (2) commercial fleet clients
- Proof of Licensing and Insurance

10. Selection Timeline

RFQ Issued: April 29, 2026

Deadline for Questions: May 14, 2026

Quote Submission Deadline: May 29, 2026, at 5:00 PM PDT

Evaluation Period: June 1 – June 12, 2026

Vendor Notification: June 15, 2026

Target Lease Execution / Vehicle Delivery: June 22 – July 1, 2026

11. Contract Terms

The selected vendor(s) will be required to execute a commercial lease agreement with Urban Alchemy. The agreement will include standard terms covering the following:

- Indemnification and liability allocation between lessor and lessee
- Confidentiality and data handling provisions
- Payment terms: Net 30, processed via RAMP

- Maintenance responsibility (Urban Alchemy handles routine maintenance; lessor to confirm warranty coverage)
- Early termination rights and associated fees
- End-of-lease obligations, including return condition standards and disposition process
- Insurance requirements: lessee (Urban Alchemy) maintains commercial auto insurance; lessor to provide minimum coverage requirements

Urban Alchemy reserves the right to award leases for different vehicle models or quantities to different vendors. Lease agreements may be executed on a per-site or per-vehicle basis.

12. Questions & Clarifications

All questions regarding this RFQ must be submitted in writing by the deadline below. Responses will be shared with all participating vendors to ensure a fair and transparent process.

Submit Questions To: ua-rfp@urban-alchemy.us

Subject Line: "RFQ Questions – Fleet Vehicle Lease"

Questions Deadline: May 14, 2026

Note: Urban Alchemy reserves the right to reject any or all proposals, negotiate with selected vendors, award contracts to different vendors for individual sites or vehicle types, or modify the scope of this RFQ based on organizational needs and budget considerations.

