REQUEST FOR PROPOSAL (RFP) FOR FOOD SERVICES

ISSUE DATE
October 5, 2026

PROPOSAL DUE DATE
October 30, 2026

QUESTIONS DEADLINE
October 19, 2026

SERVICE LOCATION
Denver, CO

Contact Information

RFP Administrator - **ua-rfp@urban-alchemy.us**

I. INTRODUCTION

Urban Alchemy is dedicated to transforming urban spaces and communities with respect and compassion. Our mission is, “to heal communities at the intersection of extreme poverty, addiction, mental illness, and homelessness.” Our vision is, “to utilize the transformative power of love, passion, respect, and a sense of belonging to reshape the lives of society’s most vulnerable members, into society's most valued members.”

Urban Alchemy is seeking qualified and compassionate food and beverage service providers to support our various programs, community events, and outreach initiatives. This request for quotation (RFQ) aims to identify vendors who can consistently deliver high-quality, nutritious, and appropriate food and beverage services while aligning with our core values of respect, healing, and community transformation.

2. SCOPE OF WORK

Urban Alchemy requires a range of food and beverage services to support our ongoing efforts. These specific services will vary but may include:

- **Service Locations:** This RFQ is for food and beverage services to be delivered to the following (3) locations in Denver, CO:
    - ASPEN@4040 Quebec Street (Location 1)
    - CROSSROADS@1901 29th Street, Denver, CO 80216 (Location 2)
    - 48th@4600 E 48th Ave., Denver, CO 80216 (Location 3)

Urban Alchemy may select one or more vendors to cover food service for these facilities. Quantities may vary on a monthly or semimonthly basis. Submit quotes based on these quantities:

- **Location Meal Counts:** Meal counts for each location may vary. When at anticipated full capacity, meal counts will be approximately:
    - Location 1: 275
    - Location 2: 275
    - Location 3: 450

- **Types of Food and Beverages:** Provisions of diverse meal options (e.g., breakfast, lunch, dinner, snacks), including hot and cold meals, grab-and-go options, and beverages (water, juice). Emphasis on nutritious, appealing, and culturally appropriate offerings is highly valued.
- **Service Style:** Services could range from catered drop-offs for staff meetings and community gatherings, to on-site services on occasion, or prepared meals (e.g. frozen)

for individuals we serve. Vendors should specify their capabilities across different service styles.

- **Specific Dietary Requirements:** It is crucial that vendors can accommodate a variety of dietary needs, including but not limited to vegetarian, vegan, gluten-free, dairy-free, and common allergen-free options.
- **Frequency:** Services may be on an ad-hoc basis for specific events, or on a recurring schedule for certain programs. Locations 1,2,3 all require three meals a day 365 days a year. There will be no exceptions for Holidays.

Specific event details, dates, times, and estimated headcount will be provided in individual service requests or orders following vendor selection.

3. VENDOR QUALIFICATIONS:

To be considered for the RFP, all prospective vendors must meet the following minimum qualifications:

- **Licenses and Certifications:** Possess all necessary federal, state, and local business licenses, permits, and health department certifications (e.g., food safety certifications) required to operate a food service business in the relevant jurisdictions. Copies of current certifications must be provided with the proposal.
- **Insurance:** Maintain adequate insurance coverage, including general liability insurance (1,000,000 minimum per occurrence, $2,000,000 aggregate) and worker's compensation insurance as required by law. A certificate of insurance naming Urban Alchemy an additional insured may be required upon contract award. *See appendix for details.*
- **Expanded Insurance Coverage:** Vendors electing to come to Urban Alchemy premises to do work (e.g., utilizing on-site commercial kitchen) may be required to provide expanded insurance requirements. See appendix.
- **Experience:** Demonstrate a minimum of one [1] year of experience in providing catering of food service to organizations, non-profits, or community events, particularly those serving diverse populations or vulnerable communities.
- **References:** Provide [3] professional references.

4. PROPOSAL SUBMISSION REQUIREMENTS:

Vendors interested in submitting proposals must adhere to the following guidelines:

- **Format:** Proposals should be submitted electronically as a single PDF document.
- **Content:** The proposal must include, at minimum, the following sections:
    - Executive Summary (*brief overview of your company and proposal*)
    - Company Background and Qualifications
    - Proposed Service Offering and Capabilities
    - Sample Menus and Pricing
    - References (addressing Section 3)

    - Proof of insurance and licensing

- **Deadline:** All proposals must be received by October 30, 2026. Late submissions will not be considered.
- **Submission Method:** Proposals should be emailed to the RFP Administrator at ua-rfp@urban-alchemy.us listed in Section 9.

5. PRICING STRUCTURE

Proposals must include a clear and comprehensive pricing structure that allows for easy comparison. Proposal pricing variations should include pricing tiers:

I. Food service being provided out of an institutional kitchen provided by the vendor.
II. Food service provided out of an industrial kitchen provided by Urban Alchemy
III. Combination of (I and II)

Please provide:

- **Detailed Price List:** Itemized costs for various food and beverage options (e.g., per person for different meal types, individual item pricing for snacks/beverages).
- **Service Fee:** Clearly list any additional charges such as delivery fees, set-up fees, staffing costs, or equipment rental.
- **Minimums:** State any minimum order requirements for services.
- **Transparency:** Ensure all pricing is transparent with no hidden costs.

6. EVALUATION REQUIREMENTS

Proposals will be evaluated based on the following criteria, with the aim of selecting a vendor who best meets Urban Alshemy's needs and values.

- **Quality of Food and Menu Options (30%):** Variety, nutritional value, appeal, and ability to meet dietary requirements.
- **Pricing (25%): Competitiveness and clarity of the proposed cost structure.**
- **Experience and Qualifications (20%):** Demonstrated track record, relevant experiences, and adherence to all licensing and insurance requirements.
- **Alignment with Urban Alchemy's Mission and Values (15%):** Demonstrated understanding of and commitment to serving diverse communities with respect and compassion. Preference may be given to vendors who highlight their community engagement or socially responsible practices.

7. TIMELINE

The anticipated timeline for this RFP process is as follows:

- RFQ Issued: October 6, 2026
- Deadline for Questions: October 19, 2026
- Site Visit Tour of Commercial Kitchen [Location 3]: October 19, 2026
- Answers Provided by: October 26, 2026
- Proposal Submission Deadline: October 30, 2026
- Food Sampling Period: Week of November 2, 2026
- Evaluation Period: November 2-16, 2026
- Vendor Selection/Notification: November 16, 2026
- Contract Award (target): December 1, 2026

8. CONTRACT TERMS AND CONDITIONS:

The selected vendor will be required to enter into a service agreement with Urban Alchemy. This agreement will include standard contractual obligations such as indemnification clauses, confidentiality agreements, payment terms (net 30), and cancellation policies. Vendors are expected to review and adhere to these terms.

9. CONTACT INFORMATION:

For any inquiries related to this Request for Proposals, please contact: RFP Administrator - ua-rfp@urban-alchemy.us

All inquiries should be submitted via email to the above-mentioned contact. Please do not contact individual staff members directly outside of this designated email for RFP-related questions.

10. APPENDICES:

Additional information, such as maps of potential service areas, detailed event requirements, insurance requirements, or specific regulatory guidelines pertinent to certain programs, will be provided to shortlisted vendors or upon request.

APPENDIX

Insurance Requirements for Vendors, Contractors and Service Providers

All contractors, vendors or service providers (collectively the "Service Providers") coming to Urban Alchemy premises to do work or provide services on behalf of Urban Alchemy are required to have insurance. Insurance is necessary to cover any claims or losses for which the Service Provider may be responsible. Projects and departments must request a Certificate of Insurance from the Service Provider prior to the beginning of work and/or the start of a contract. A Certificate of Insurance ("COI") is a standard form issued by the insurance company evidencing the insurance information (including policy limits and types of insurance) of its policyholder.

The following minimum insurance standards shall apply to all Service Providers performing, selling, or distributing products and services at Urban Alchemy sites. If a product or service, in the opinion of Risk Management and Insurance, represents an unusual or exceptional risk, additional insurance for that product or service may be required.

Minimum Limits of Liability Insurance.

Workers' Compensation
*Only applicable if Service Provider has any employee
Statutory Limits, where required by applicable law

Employer's Liability
*Only applicable if Service Provider has any employee
Minimum Limits for Employer's Liability:

$ 1,000,000 each Accident for Bodily Injury
$ 1,000,000 Bodily Injury by Disease
$ 1,000,000 each Employee Bodily Injury by Disease

Commercial General Liability
An Insurance Services Office (ISO) occurrence-based Commercial General Liability policy (ISO form CG 00 01 10 01 or its equivalent) providing coverage for bodily injury and property damage and personal and advertising injury, including blanket contractual liability and products/completed operations liability coverage with minimum limits as follows or the actual limits carried by Service Provider, whichever amounts are greater:

$2,000,000 General Aggregate
$2,000,000 Products/Completed Operations Aggregate
$1,000,000 Personal/Advertising Injury
$1,000,000 Each Occurrence

Automobile Liability ***(including Owned, Non-Owned and Hired Autos)*** *Only applicable if Service Provider's services include any driving

A commercial auto policy (ISO form CA 00 01 10 13 or its equivalent) with coverage for all owned, non-owned, leased and hired automobiles used in pursuit of any of the activities associated with the Work described in the Agreement, with minimum limits:

$1,000,000 combined single limit (each occurrence) for Bodily Injury and Property Damage Liability

Umbrella Liability

Liability insurance coverage written on a follow form basis in excess of the coverages described above, with minimum limits as follows or as otherwise agreed in writing by Urban Alchemy:

$1,000,000 Each Occurrence

$1,000,000 General Aggregate

Professional Liability (if providing professional services and/or a professional license is required):

Minimum limits for Professional Liability:

$2,000,000 Aggregate

$1,000,000 Each Claim/Occurrence

Sexual Abuse Molestation Liability

*Only if Service Provider performs any on-site work with guests

Minimum limits for Sexual Abuse Molestation Liability:

$2,000,000 Aggregate

$1,000,000 Each Claim/Occurrence

Certificate should include a minimum of 30 days written Notice of Cancellation or Reduction of Insurance Coverage.

Pollution Insurance

Applicable if the scope of Work includes handling, treatment, transportation or disposal of hazardous or toxic materials, or their activities create an exposure to hazardous or toxic materials, or involve penetration of a building envelope.

Coverage for bodily injury, property damage, defense, and cleanup as a result of pollution conditions (sudden/accidental and gradual) arising from the Work, in a minimum amount of $2,000,000 per occurrence/$2,000,000 aggregate limit.

This coverage is required if the Subcontractor performs roofing, HVAC, plumbing, waterproofing, fire protection, installation of skylights, windows or doors, clean-up (blackwater removal) or fumigation services.

At a minimum, coverage must include claims arising from mold, fungus, or bacteria, and shall not contain any exclusion for Exterior Insulation and Finish Systems (EIFS).

Any liability coverages on a "claims made" basis should be designated as such on the certificate. If written on a claims-made basis, Service Provider shall maintain such coverage for a period of three years after termination of the agreement and provide evidence of such insurance to the Additional Insureds on an annual basis during the three-year period.

Waiver of Subrogation
Service Provider agrees to release the Additional Insureds, and to waive its entire right to recover damages against such other parties, for loss or damage to Service Provider's property arising out of or incident to the perils covered by Service Provider's own insurance policies, except such rights as Service Provider has to proceeds of insurance. Service Provider is required to maintain adequate insurance to protect itself against all such casualties and must obtain from its insurance carriers appropriate "waiver of subrogation" provisions. The policies shall provide such waivers of subrogation by endorsement where required.

Subcontractors:
Service Providers shall include all Subcontractors (including sub-consultants) as insureds under its policies, or shall require each Subcontractor to maintain the same types and amounts of insurance as required herein, in accordance with the terms and conditions of these Requirements.

Service Providers shall require all Subcontractors to name the "Additional Insureds" as defined above as additional insureds under its Commercial General Liability, Business Auto, and Umbrella Liability policies consistent with the requirements above (and Professional Liability and/or Sexual Abuse Molestation Liability, where applicable).

Upon request, Service Providers shall provide Urban Alchemy with its Subcontractors' certificates of insurance, including additional insured and waiver of subrogation endorsements, before allowing such Subcontractors to start work.

Coverages and limits are to be considered as minimum requirements and in no way limits the liability of the vendor, contractor or service provider.

Coverage shall state that Service Provider's insurance shall apply separately to each insured against whom a claim is made or suit is brought, subject to the limits of the insurer's liability.

All liability insurance policies must provide cross liability coverage (i.e. separation of insureds or severability of interest provisions). Further, the Commercial General Liability policy shall not include any third-party-over action exclusions. Cross suits shall not apply to any Additional Insureds.

All policies shall provide (by separate endorsement if necessary) a waiver of subrogation in favor of the Additional Insureds.

Renewal certificates of insurance shall be provided annually until all work is completed.

Please list the following address, and any site-specific addresses (i.e. sites where service(s)

is/are performed) on the certificate:

Urban Alchemy, PO Box 425509, San Francisco, CA 94142

Please contact Urban Alchemy's Risk & Safety staff at safety@urban-alchemy.us with any questions.

Please email certificates to safety@urban-alchemy.us