



## AUSTIN STREET CENTER

**Request for Proposal (RFP)**  
**Food Supply for Shelter Meal Preparation**  
**Issued by:** Austin Street Center  
**Issue Date:** 4/17/2025 – Revised 5/21/2025  
**RFP Number:** RFPFOODFY25

---

### 1. Introduction

Austin Street Center is a nonprofit organization committed to providing safe shelter and meeting the basic needs of the most vulnerable homeless. We are seeking qualified food vendors to supply fresh and shelf-stable food items as well as kitchen supplies used in the preparation of meals served through our programs.

---

### 2. Scope of Work

The selected vendor(s) will provide regular deliveries of food products to our kitchen facility located at 1717 Jeffries St Dallas, TX 75226., in accordance with our meal program needs. Products include:

- Fresh produce (fruits and vegetables)
- Meats and proteins (fresh and frozen)
- Grains and dry goods (rice, pasta, flour, etc.)
- Dairy products
- Canned goods and condiments
- Beverages (milk, juice, etc.)
- Miscellaneous food service items

Deliveries are expected on a weekly basis starting from July 1, 2025 and continuing through October 31, 2028.

---

### 3. Proposal Requirements

Vendors must include the following in their proposal:

- Company name and contact information
  - Overview of relevant experience and clients served, especially nonprofit or institutional accounts
  - Product catalog and price list (including bulk pricing if available)
  - Delivery capabilities, timelines, and minimum order requirements
  - Food safety and handling certifications or procedures
  - Payment terms and accepted payment methods
  - Three (3) references from current or past clients
- 

### 4. Evaluation Criteria

---

#### BOARD OF TRUSTEES

---

Frank Mihalopoulos, Chair • Chris Kleinert, Vice Chair • David M. Rosenberg, Secretary • Rod Washington, Treasurer  
Nancy K. Best, Vice President • Megan D. Burkhart, Vice President • Michael Cleaver, Vice President  
Norm Hitzges, Vice President • Nancy Ann Hunt, Vice President • William Lee, Vice President  
Jay McAuley, Vice President • Carolyn L. Miller, Vice President  
Hon. Jeanne L. Phillips, Vice President • Michelle Thomas, Vice President  
Daniel Roby, Chief Executive Officer



## AUSTIN STREET CENTER

Proposals will be evaluated based on the following criteria:

- Cost and pricing structure
- Product quality and availability
- Delivery reliability and flexibility
- Experience with nonprofits or meal service programs
- Customer service and responsiveness
- Commitment to food safety and compliance
- Minority or Women-Owned Business Certified

---

### 5. Submission Instructions

All proposals must be submitted by June 18, 2025 to:

Attn: Accounting

Austin Street Center

[accounting@austinstreet.org](mailto:accounting@austinstreet.org)

PO Box 710729 Dallas, TX 75371

Alissa Rodgers

Chief Financial Officer

972-807-0017

---

### 6. Questions and Clarifications

Any questions related to this RFP must be submitted in writing to [accounting@austinstreet.org](mailto:accounting@austinstreet.org) by June 11, 2025. Responses to all questions will be shared with all potential vendors.

---

### 7. Terms and Conditions

Austin Street Center reserves the right to:

- Accept or reject any or all proposals
- Award contracts to multiple vendors
- Request additional information from any respondent
- Cancel or modify this RFP at any time

---

The below Chart reflects the Austin Street Center Food Costs incurred from FY20 – FY24 along with the budgeted Food cost for the current FY25 which ends Oct 31, 2025.

---

## BOARD OF TRUSTEES

---

Frank Mihalopoulos, Chair • Chris Kleinert, Vice Chair • David M. Rosenberg, Secretary • Rod Washington, Treasurer  
Nancy K. Best, Vice President • Megan D. Burkhart, Vice President • Michael Cleaver, Vice President  
Norm Hitzges, Vice President • Nancy Ann Hunt, Vice President • William Lee, Vice President  
Jay McAuley, Vice President • Carolyn L. Miller, Vice President  
Hon. Jeanne L. Phillips, Vice President • Michelle Thomas, Vice President  
Daniel Roby, Chief Executive Officer



**AUSTIN STREET  
CENTER**

	<b>FY20 Actual</b>	<b>FY21</b>	<b>FY22 Actual</b>	<b>FY23</b>	<b>FY24 Actual</b>	<b>FY25 Budget</b>	<b>FY25 Actual</b>
	11/1/19 - 10/31/20	11/1/20 - 10/31/21	11/1/21 - 10/31/22	11/1/22 - 10/31/23	11/1/23 - 10/31/24	11/1/24 - 10/31/25	11/1/24 - 3/31/25
<b>Expenditures</b>							
Food	44,722	88,588	123,499	619,130	446,281	561,653	323,143

---

**BOARD OF TRUSTEES**

---

Frank Mihalopoulos, Chair • Chris Kleinert, Vice Chair • David M. Rosenberg, Secretary • Rod Washington, Treasurer  
 Nancy K. Best, Vice President • Megan D. Burkhart, Vice President • Michael Cleaver, Vice President  
 Norm Hitzges, Vice President • Nancy Ann Hunt, Vice President • William Lee, Vice President  
 Jay McAuley, Vice President • Carolyn L. Miller, Vice President  
 Hon. Jeanne L. Phillips, Vice President • Michelle Thomas, Vice President  
 Daniel Roby, Chief Executive Officer