



AUSTIN STREET CENTER

Request for Proposal (RFP)

Food Supply for Shelter Meal Preparation

Issued by: Austin Street Center

Issue Date: 4/17/2025 – Revised 6/18/2025

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 continue for 3 years 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

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4. Evaluation Criteria

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
- References and past performance

5. Timeline

Milestone	Date
RFP Released	04/17/2025
Questions Due	06/23/2025
Proposal Submission Due	06/30/2025
Vendor Interviews (if needed)	07/07/2025
Vendor Selection/Notification	07/14/2025
Contract Start Date	08/01/2025

6. Submission Instructions

Attn: Alissa Rodgers, Chief Financial Officer
Austin Street Center
accounting@austinstreet.org
PO Box 710729 Dallas, TX 75371
972-807-0017

7. Questions and Clarifications

Any questions related to this RFP must be submitted in writing to accounting@austinstreet.org by the date listed in the Timeline. Please include the RFP Number in the subject of the email.

8. Terms and Conditions

Austin Street Center reserves the right to:

- Accept or reject any or all proposals
- Award contracts to multiple vendors

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- 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.

	FY20 Actual	FY21	FY22 Actual	FY23	FY24 Actual	FY25 Budget	FY25 Actual
	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
Expenditures							
Food	44,722	88,588	123,499	619,130	446,281	561,653	323,143

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