

## REQUEST FOR INFORMATION

RFI NO. 3694

The City of Lakewood City Manager's Division is requesting information to develop a list of zero waste and environmentally conscious caterers located in Lakewood, CO, and nearby communities. Catering companies interested in providing their information and becoming part of the City's green catering vendor list should provide their information. This list will be ongoing and updated periodically.

### Background

In April 2014, Lakewood City Council issued a Zero Waste Initiative proclamation which set forth guidelines for future decisions on choosing catering companies. These guidelines support the reuse of glass and silverware, encourage the purchase of recycled materials, encourage minimal packaging and the use of reusable or recyclable materials, and avoiding the use of single-use materials such as plastic bottles, plastic ware, and aluminum cans. From this day forward, Lakewood City Council meetings will strive towards Zero Waste to conserve resources and protect the environment.

### Requirements

Environmentally conscious caterers must utilize Zero Waste principles such as recycling, reducing and reuse of materials. Caterers who support and demonstrate one or more of the following criteria may also be considered:

1. Recyclable/biodegradable/compostable/reusable utensils, flatware, and serving trays
2. Creative vegetarian/vegan/plant-based menu options
3. Organic meat, poultry, dairy, etc.
4. Hormone/antibiotic/GMO-free menu
5. Locally sourced fresh and organic food options
6. Environmentally-friendly building (solar powered, LEED, water efficient, etc.)
7. Describe the concept of operations for your approach to zero waste principles

Provide any additional information that is not above that would make your company stand out from others to be considered a "green" caterer.

Questions may be addressed to: [chedye@lakewood.org](mailto:chedye@lakewood.org) or 303-987-7885.

**Please return RFI submittals before 12:00pm MT on June 9, 2014.**

Please submit information including sample menus by mail or electronically to:

City of Lakewood  
Attn: Cheryl Dye, Buyer II  
480 South Allison Parkway  
Lakewood, CO 80226-3127  
303-987-7885  
email: [chedye@lakewood.org](mailto:chedye@lakewood.org)