



City of Lakewood  
Employee Wellness and Sustainability Divisions  
480 S. Allison Parkway  
Lakewood, CO 80226

**Request for Qualifications (R4Q) No. 4171  
Healthy and Sustainable Caterers and Prepared Food Providers List**

Date of Request:

**Ongoing**

Submit Responses To:

VIA EMAIL in **PDF FORMAT** TO:

[lynkop@lakewood.org](mailto:lynkop@lakewood.org)

Lynn Coppedge, Senior Sustainability Planner

303-987-7686

City Contact:

Lynn Coppedge

Senior Sustainability Planner

[lynkop@lakewood.org](mailto:lynkop@lakewood.org)

303-987-7686

**Request for Qualifications (R4Q) No. 4171  
Healthy and Sustainable Caterers and Healthy Food Providers List**

**1. PROJECT BACKGROUND**

In April 2014, Lakewood City Council issued a Zero Waste Initiative proclamation which set forth guidelines for future decisions on choosing food service providers. Following this lead, the City's Sustainability and Employee Wellness divisions would like to assist City departments and divisions in providing healthy food choices combined with sustainable prepared food and caterer options for all City meetings and events.

**2. PROJECT GOALS**

The intent for this project is to create a comprehensive list of prepared food provider and caterers which meet a minimum set of food choice and service options for City departments and divisions to use for all City business related meetings throughout the year. This list will be maintained and is intended for internal use only.

**3. ZERO WASTE REQUIREMENTS**

- Utilize compostable materials when providing flatware, dishes, drinkware and serving containers (Preferred Method)
- Utilize recyclable materials when providing serving containers (Acceptable Method)
- Avoid individual packing for condiments and side items, e.g. provide those items in multi serving packaging or containers

**4. MENU OPTION REQUIREMENTS**

- Provide vegetarian options
- Provide gluten-free options
- Provide healthy food choices
  - Menu items including fresh fruit
  - Menu items including vegetable
  - Menu items including whole grain breads
  - Menu items that are grilled, steamed, baked or broiled versus fried
  - Serve all condiments, dressings and toppings on the side
  - Breakfast menu items not to exceed 400 calories or 13g of fat
  - Lunch menu items not to exceed 700 calories and 23g of fat
  - Dinner menu items not to exceed 800 calories and 27g of fat
- Have half portion menu items available, e.g. sandwiches, wraps, high calorie dessert items
- Include or provide ingredients and nutritional information for menu items available at the event

## 5. PREFERRED OPTIONS

- Provide reusable flatware, dishes, drinkware and individual serving containers (Preferred Method)
- Provide Vegan menu options
- Provide locally grown or sourced menu options
- Provide certified organic menu options
- Recycling and composting programs of food preparation
- Donation programs for any unused food, both preparation and event
- Use of renewable or low-emission energy sources for food production or transportation
- Lakewood based location, either primary or franchise location

## SUBMITTAL INFORMATION

Vendors are asked to respond to and provide information on their menus, services and prices per Section III of this RFI. Please include detailed information, major and minor items of information, even if not specifically requested, that would normally and reasonably be provided.

Interested parties shall submit one (1) response form no later than 15 business days from receiving the R4Q.

All questions pertaining to this R4Q shall be submitted in writing via email to Lynn Coppedge, Senior Sustainability Planner, at [lyncop@lakewood.org](mailto:lyncop@lakewood.org).

Section II

**REQUEST FOR QUALIFICATIONS FORM**

R4Q NO. **4171**

DUE DATE & TIME: **Varies**

SUBMIT TO: VIA EMAIL in **PDF FORMAT** TO:  
lyncop@lakewood.org  
Lynn Coppedge, Senior Sustainability Planner  
303-987-7686

CONTRACT ADMINISTRATOR: Toby Erxleben  
Phone No. 303-987-7672  
Email: [toberx@lakewood.org](mailto:toberx@lakewood.org)

COMPANY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Section III

Please provide information and descriptions for the following.

**A. AVAILABLE SERVICE TYPES**

TYPE	YES	NO	N/A
Business Catering, e.g. Meetings, Trainings, Etc.			
Special Events Catering, e.g. Celebrations, Banquets, Etc.			
Mobile Catering, e.g. Food Trucks, Food Stands, Etc.			
Pick Up/Take Out including Party Platters			
Other/Please Describe:			

**B. REQUIRED SERVICE OPTIONS**

TYPE	YES	NO	N/A
Compostable flatware, dishes, drinkware, and serving containers			
Recyclable serving containers			
Large or Bulk Packaging for Condiments and Side Items			

**C. REQUIRED MENU OPTIONS**

TYPE	YES	NO	N/A
Provide vegetarian options			
Provide gluten-free options			
Menu items including fresh fruit			
Menu items including vegetables			
Menu items including whole grain breads			
Menu items that are grilled, steamed, baked or broiled			
All condiments, dressings and toppings on the side			
Breakfast menu items not to exceed 400 calories and 13g of fat			
Lunch menu items not to exceed 700 calories and 23g of fat			
Dinner menu items not to exceed 800 calories and 27g of fat			
Half Portions			
Ingredient and Nutritional Information			

Section III

**D. PREFERRED OPTIONS**

<b>TYPE</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
Reusable flatware, dishes and drinkware			
Provide Vegan options			
Provide locally grown or sourced menu options			
Provide certified organic menu options			
Recycling and composting programs for food preparation			
Donation programs for unused for unused food			
Use of renewable or low-emission sources			
Lakewood based location			

**E. SAMPLE MENUS**

- Highlighting required menu options
- Highlighting service options (if included on the menu)
- Minimum of one menu, although more may be included for distribution throughout the City

**F. SERVICE OPTIONS**

- Price List for All Available Service Options
- Any Services Charges including Delivery and Set Ups fees
- Minimum Order Requirements

**G. MARKETING**

- Any relevant information that may be included relative to the vendor’s support for healthy and sustainable business practices.

**H. SUSTAINABILITY CONTACT**

- If available, provide contact information for a staff member to help ensure the healthy and sustainable order successfully meets all requirements and avoids any unintended non-zero waste practices, such as adding individually wrapped mints or flatware to the order.