

## **Request for Proposal**

The Center for Family Services (CFS) Head Start, herein, details a REQUEST FOR PROPOSAL FOR FOOD SUPPLY AND RELATED SERVICES. CFS Head Start has the express right to reject any and all proposals. CFS Head Start, serving the City of Camden and Camden County, is an equal opportunity employer. CFS Head Start serves primarily pre-school age children. All bids must be received no later than 5 PM on May 21, 2018.

### Scope of Service:

Proposals should encompass the following services

- Timely delivery.
- All container and packaging must be new and suitable for shipping/storage for food products.
- Frozen items requiring refrigeration must be delivered at appropriate temperatures to prevent thawing or spoiling.
- Web based ordering system accessible by password that is accessible to CFS Head Start staff.
- Sales support provided.
- The successful bidder will be required to provide order guides to CFS Head Start prior to the commencement of services.
- The contract of service will be for a period of one (1) year, from August 1, 2018 to July 31, 2019.

### Food Specifications:

- All meat products will have been processed and manufactured in plants, inspected under a U.S. Department of Agriculture approved inspection program. Upon delivery, all meat and meat products must be sound, sanitary and free of objectionable odors or signs of deterioration.
- Milk and Milk Products delivered shall conform to the definition of, "...fluid types of pasteurized flavored or unflavored whole milk, low fat milk, skim milk or cultured buttermilk which meet state and local standards for such milk..." as defined USDA.
- Fresh produce shall not be significantly bruised, wilted, or otherwise damaged.
- Adequate refrigeration or heating shall be provided during the delivery process for all products.
- No payment will be rendered for product that is damaged or spoiled.

### Delivery Requirements:

- Food Products shall be delivered, unloaded and placed in the location designated by CFS Head Start staff.

- Food products shall be delivered during normal kitchen staff Operating hours (Monday-Friday from 7am-3pm)
- The awarded contractor will notify CFS Head Start immediately for any delays or cancellations of orders.

Record Keeping and Reporting:

- The bidder shall submit a report each month of the contract that shows the total units of each product delivered to each location and total cost of each product delivered within that time period.
- All returned items will be tracked by the contractor and recorded by site, date, quantity and total cost credited for each product in that monthly period.
- At the end of the contract period a report indicating the cumulative totals per item and location will be submitted.
- All records will be maintained and supported by delivery tickets, credit invoiced, and purchase orders for the contract.

Qualifications:

Respondent should include the following information when submitting the proposal:

- Client references.
- Please list work experiences similar to the scope of work described above.
- Please include pricing for the items listed below.
- Must provide a H.A.C.C.P (Hazard Analysis Critical Control Point) Plan for monitoring food quality.

Please email Daryl White at [dwhite@centerffs.org](mailto:dwhite@centerffs.org) for the Site Location Walkthrough Schedule or any questions.

Proposals must be mailed to the below address no later than 5PM on May 21st, 2018.

Center for Family Services

Attn: Daryl White

500 Pine Street

Camden, New Jersey 08103

## Sample Food List:

Please base pricing from quantities per item listed. Include total as well.

- Whole Wheat Tortilla (24/12 ct)
- Eggs (per dozen)
- Cheddar Cheese (5lb bag)
- Strawberries (5lb)
- Milk (per gallon)
- Chicken Breast, diced (1/10lb)
- Red Peppers (Box of 12)
- Carrot Sticks (5lb)
- Snap Peas
- Whole grain noodles (per 10 pound)
- Brown Rice, Parboiled (1/25lb)
- Apples (Case of 115-125)
- Hummus (4lb)
- Kix Cereal (4/ 25oz)
- Plums Halves (105oz)
- Broccoli Florets (per 2lb)
- Peaches Diced
- Cauliflower Florets (per 2lb)
- Low Fat Ranch Dressing (per gallon)
- Cream of Wheat (28oz)
- Bananas (per 5lb)
- Corn Bread (72ct/ 1.5oz. each)
- Whole grain bagels (per case, please provide quantity in case)
- Cream cheese (per 3lb)
- Apple Sauce (per case, please provide quantity in case)
- Ground Beef (per 5lb)
- Vanilla Yogurt (per 5lb)
- Granola (per 50oz)
- Fish Sticks (1-2 oz)
- Cheerios Cereal (Bulk)
- Strawberries, IQF (1/10lb)
- Strawberries (Fresh)

**\*\*All items must confirm quantity when pricing\*\***

