

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 and administrative functions. All bids must be received no later than 5 PM on May 16, 2016.

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, 2016 to July 31, 2017.

Food Specifications:

- All meat and 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.

- 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 bidder 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.

Please email Daryl White at 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 16th, 2016.

Center for Family Services

Attn: Daryl White

500 Pine Street

Camden, New Jersey 08103

Sample Food List:

Please indicate quantities per item listed, for accurate pricing.

- Whole Wheat Tortilla
- Eggs (per dozen)
- Cheddar Cheese
- Strawberries
- Milk
- Chicken
- Red Peppers
- Carrots
- Snap Peas
- Whole grain noodles
- Apples
- Hummus
- Kix Cereal
- Plums
- Broccoli
- Pasta shells
- Peaches
- Cauliflower
- Low Fat Ranch Dressing
- Cream of Wheat
- Bananas
- Corn Bread
- Fruit and Grain Bars
- Whole grain bagels
- Whipped cream cheese
- Apple Sauce
- Ground Beef
- Vanilla Yogurt
- Granola

Site Location Walkthrough Schedule

CFS Head Start Facilities Manager: Daryl J White

If you would like to physically assess the properties please review the dates and times listed below. These scheduled allotments of time are of an open house concept. Any questions or concerns can be communicated to Daryl White at Email: dwhite@centerffs.org or Phone: 856-425-3311.

Times	Monday, May 9th	Tuesday, May 10th	Wednesday, May 11th	Thursday, May 12th	Friday, May 13th
8:30 AM - 10:30AM	125 New Jersey Ave West Atco, NJ 08004	195 New Freedom Rd Clementon, NJ 08021	1475 S. 8 th St Camden, NJ 08104	35 East Church St Blackwood, NJ 08021	
11:00AM - 1:00PM	156 Norcross Rd Winslow, NJ 08009	120 S. White Horse Pike Lindenwold, NJ 08021	500 Pine Street Camden, NJ 08103	345 Chews Landing Rd Lindenwold, NJ 08021	
1:30PM - 3:30PM			37 W Haddon Ave Oaklyn, NJ 08107		

