

## Request for Proposal

The Center for Family Services (CFS) Head Start, herein, details a REQUEST FOR PROPOSAL FOR CLASSROOM SUPPLIES, CLASSROOM FURNITURE AND RELATED SERVICES. CFS Head Start serves pre-school children and administrative functions. 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.

### Scope of Service:

- Contract Pricing or Preferred Pricing
- Reasonable and prompt shipping.
- No Shipping/Delivery Costs
- Consistent pricing with competitive match pricing.
- Locked in rates on staple items; items to be determined by CFS Head Start.
- Provide large selection of cataloged items.

### Services:

- Services will be provided over a 12 month contract period from August 1<sup>st</sup>, 2016 to July 31<sup>st</sup>, 2017.

### Qualifications:

Respondent should include the following information when submitting the proposal:

- Previous experience (company affiliates).
- Please list work experiences similar to the scope of work described above.
- Please include pricing on the attached items ordered.

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 May 16<sup>th</sup>, 2016.

Center for Family Services

Attn: Daryl White

500 Pine Street

Camden, New Jersey 08103

## Center for Family Services Head Start

### Item Sample List

- Chalk (set of 12)
- Classroom Wall Calendar
- No.2 Pencils
- Colored Pencils Classroom pack
- Electric Pencil Sharpener
- Washable Markers Classroom pack
- Dry Erase Markers
- Crayons Classroom pack
- Pocket Folders
- Spiral Notebooks
- Double Sided Sentence Strips
- Wooden rulers
- Drawing Paper
- Various assorted construction paper
- Tissue Paper
- Glue Sticks
- Various assorted paper rolls
- Poster Board
- Child Safe Scissors
- Washable Paints