

## Request for Proposal

The Center for Family Services (CFS) Head Start, herein, details a REQUEST FOR PROPOSAL FOR OFFICE SUPPLIES, OFFICE FURNITURE 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. All bid must be received by 5pm on May 21, 2018.

### Scope of Service:

- Contract Pricing or Preferred Pricing
- Free Same Day and Guaranteed Next Day Shipping (depending the time the order was placed).
- No Shipping Costs
- Consistent pricing with competitive match pricing.
- Locked in rates on staple items; items to be determined by CFS Head Start.
- Provide assistance with design, delivery and install of new office renovation projects.

### Services:

- Services will be provided over a 12 month contract period from August 1<sup>st</sup>, 2018 to July 31<sup>st</sup>, 2019.

### Qualifications:

Respondent should include the following information when submitting the proposal:

- Previous experience.
- 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 21st, 2018.

Center for Family Services

Attn: Daryl White

500 Pine Street

Camden, New Jersey 08103

## Center for Family Services Head Start

### Sample Item List

- Sugar (20oz)
- Equal (100 Packs)
- Envelope (9x12, 28#)
- Dry Erase Markers (set of 4)
- 12 inch Double Edge Ruler
- 2 Drawer Vertical Filing Cabinet
- 2 hole Punch
- 1.5" Binder (11x 8.5)
- 3" Binder (11X 8.5)
- 3-Hole Punch
- Various Printer Ink
- Various Toners
- AA Battery (24 Pack)
- AAA Battery (24 Pack)
- Napkins (2400 Count)
- Facial Tissue (100 Sheets)
- Fork (100Count)
- 9" Paper Plate
- Poland Spring Bottled Water (1/2 Liter, 24 Count)
- K-Cup Coffee (25 count per box)
- Creamer/ Half and Half (100 Count)
- File Storage (12x15x10) @ 12 boxes per carton
- Standard Staples
- 4GB Drive (USB)
- Clipboard
- Foam Cup 12oz

\*Please note clearly as to the quantity per unit item.