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, Camden County and Burlington County, is an equal opportunity employer. All bids must be received by 5pm on May 28th, 2021.

Scope of Service:

* Provide pricing of sample list per item.
* 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.
* All vendor personnel entering any CFS Head Start/Early Head Start premises must wear a mask and remain at a safe 6-feet distance from any CFS staff member, child, and/or visitor.

Services:

* Services will be provided over a 12 month contract period from August 1st, 2021 to July 31st, 2022.

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 Joe Flood at [joseph.flood@centerffs.org](mailto:joseph.flood@centerffs.org) for the Site Location Walkthrough Schedule or any questions.

Proposals must be mailed to the below address no later than May 28th, 2021.

Center for Family Services

Attn: Joe Flood

500 Pine Street

Camden, New Jersey 08103

Center for Family Services Head Start

Sample Item List

* Clasp Envelope (9x12)
* 2 hole Punch
* View Binders (various sizes)
* 3-Hole Punch
* HP Toners
* AA Battery (24 Pack)
* AAA Battery (24 Pack)
* Facial Tissue
* K-Cup Coffee (25 count per box)
* Pilot FriXion Pens
* Copy Paper
* Business Envelopes (#10)
* Post-It-Notes
* Wall Clocks
* Desk Calendars
* Computer Privacy Screens
* Cork Boards
* Packing Tape
* Bankers Boxes
* Staplers

\*Please provide the best price available and include the price per unit.