

# 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 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. Bids are due by 5:00 PM on May 28th, 2020.

## Scope of Service:

- Contract Pricing or Preferred Pricing; with details provided in proposal.
- Reasonable and prompt shipping; with details provided in proposal.
- 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>, 2020 to July 31<sup>st</sup>, 2021.

## Qualifications:

Respondent should include the following information when submitting the proposal:

- Previous experience (company affiliates).
- Please list work experiences similar to the scope of service described above.
- Please include best pricing on the attached items list. Be sure to include any associated fees (shipping fees). Be sure to include total cost.
- If available please include a detailed mock classroom layout with affiliated furniture and material. Accompanying this layout should be the corresponding pricing.

Please email Joe Flood at [joseph.flood@centerffs.org](mailto:joseph.flood@centerffs.org) for any questions.

Proposals must be mailed to the below address no later than 5:00 PM on May 28th, 2020.

Center for Family Services

Attn: Joe Flood

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
- Washable Water Colors Set
- Finger Paint
- Paint Brushes
- Paint Aprons
- Arts & Crafts Collage Materials
- Crayons Classroom pack
- Pocket Folders
- Spiral Notebooks
- Composition Notebooks/Pre-school journals
- Double Sided Sentence Strips
- Wooden rulers
- Drawing Paper
- Various assorted construction paper
- Tissue Paper
- Glue Sticks
- Play dough/ modelling clay
- Glue
- Various assorted paper rolls
- Borders
- Fadeless Paper Rolls
- Butcher Paper Rolls
- Poster Board
- Child Safe Scissors
- Washable Paints

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