**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, Camden County and Burlington County, is an equal opportunity employer. *CFS Head Start serves primarily pre-school age students and Early Head Start students (6 weeks to 3 years old).*

All bids must be received no later than by 5:00 PM on June 6th, 2025.

CFS follows the Child Care and Adult Food Program/USDA guidelines for nutritious food.

Scope of Service:

Proposals should encompass the following services

* Timely delivery.
* All containers and packaging must be new and suitable for shipping/storage for food products.
* Frozen items requiring refrigeration must be delivered frozen and 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, 2025, to July 31, 2026.

Food Specifications:

* All 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 by the 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.
* Food and products that meet Child Care and Adult Food Program - CACFP/USDA guidelines and requirements

Delivery Requirements:

* Food Products shall be delivered, unloaded and placed in the location designated by CFS Head Start staff.
* Food products shall be delivered during normal kitchen staff Operating hours (Monday-Friday from 8am-2pm)
* The awarded 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 contractor 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 (including CACFP/USDA requirements for schools) described above.
* Please include pricing for the items listed below.
* Must provide a H.A.C.C.P (Hazard Analysis Critical Control Point) Plan for monitoring food quality.

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 5PM on June 6th, 2025.**

Center for Family Services

Attn: Joe Flood

500 Pine Street

Camden, New Jersey 08103

Sample Food List:

Please base pricing from quantities per item listed. Include total as well.

* Whole Wheat Tortilla (24/12 ct)
* Frozen Egg Patty
* Cheddar Cheese (5lb bag)
* Strawberries (5lb)
* Long Life Shelf Stable Milk – Whole, 1%, Soy Milk, Oat Milk
* Chicken Breast, diced (1/10lb)
* Red Peppers (Box of 12)
* Carrot Sticks (5lb)
* Peas (Canned or Frozen)
* Whole grain noodles (per 10 pound)
* Brown Rice, Parboiled (1/25lb)
* Apples (Case of 115-125)
* Hummus (4lb)
* Kix Cereal (4/ 25oz)
* Broccoli Florets (per 2lb)
* Peaches Diced (#10 can) and (4oz portion)
* Cauliflower Florets (per 2lb)
* Low Fat Ranch Dressing (per case pc) and (per gallon)
* Cream of Wheat (28oz)
* Oatmeal (28 ounces)
* Bananas (per 5lb)
* Whole Grain Rich Corn Bread (72ct/ 1.5oz. each – CACFP)
* Whole grain bagels (per case, please provide quantity in case)
* Cream cheese (per 3lb) and (per pc)
* Apple Sauce (per case, please provide quantity in case)
* Ground Turkey(per 5lb)
* Ground Chicken
* Chicken Tender – Breaded and Un-Breaded
* White Chicken Diced
* Grilled Chicken Patties
* Turkey Meatballs
* Chicken Meatballs
* Turkey Sausage Patties or Links
* Shredded Chicken
* Shredded Turkey
* Whole Turkey Breast (Thanksgiving Meal)
* Sliced Turkey (for sandwiches)
* Sliced Chicken (For chicken steak sandwich)
* Dressing or Stuffing
* Cranberry Sauce
* Cheese Sauce
* Vanilla Yogurt (per 5lb) and (4 oz)
* Granola (per 50oz)
* Fish Sticks (1-2 oz)
* Cheerios Cereal (Bulk)
* Strawberries, IQF (1/10lb)
* Strawberries (Fresh)
* Cereal Bowls or Bulk– Rice Chex, Cinnamon Chex, Blueberry Chex, Corn Flakes
* Cinnamon Spice
* Ginger Spice
* Nutmeg Spice
* Vanilla Extract
* Lemon Extract
* Montreal Chicken Spice
* Poultry Seasonings
* Butter
* Mayonnaise
* Mustard – Gallons
* Ketchup – Individual Bottles
* Soy Sauce
* Turkey Gravy
* Mashed Potato Flakes
* Tator Tots
* Sweet Potato Tots
* Oven French Fries
* Oven Sweet Potato Fries
* Oven Hashbrowns
* Soup – Tomato and Vegetable
* Corn Starch
* Flour
* Whole Wheat Flour
* Baking Powder
* Baking Soda
* Whole Grain Sliced Bread (CACFP)
* Whole Grain Hamburger Buns (CACFP)
* Whole Grain Hot Dog Buns (CACFP)
* Whole Grain Dinner Rolls
* Cheese Pizza – Whole Grain Crust (CACFP)
* Whole Grain Tortilla Chips
* Whole Grain Taco Shells
* Whole Grain Pancakes -Frozen ready to bake
* Whole Grain Waffles – Frozen ready to bake
* Whole Grain French Toast Sticks – Frozen ready to bake
* Mild Salsa
* Maple Syrup (packets or gallons)
* Tropical Fruit Mix – Frozen
* Whole Grain Graham Crackers (CACFP
* Whole Grain Cheese Crackers (CACFP)
* Whole Grain Variety - Crackers
* Whole Grain Animal Crackers
* Whole Grain Burritos
* Canned Black Beans, Pinto Beans, Garbanzo, White Beans, Kidney Beans - #10 Cans
* Spring Salad Mix (large bags)
* Fresh Shredded Lettuce
* Shredded Fresh Coleslaw Mix – Cabbage and Carrots
* Fresh Onions
* Fresh Oranges – 188 count
* ChickPea Frozen Sandwich on Whole Grain Bread – 76 per case
* Sunbutter Cups
* ChickPea Cups

**Plant Based and Vegan Options**

* Tofu
* Vanilla Soy Milk Yogurt
* Coconut Milk Yogurt
* Vegan Chicken
* Vegan Chicken Tenders or Nuggets
* Vegan Crumbles
* Black Bean Burgers
* Vegan or Vegetarian Burgers
* Vegan Sausage
* Vegan Cheese
* Vegan Cheese Pizza
* Vegan Pepperoni
* Vegan Apple Muffin
* Vegan Blueberry Muffin
* Vegan Corn Muffin
* Vegan Pancakes -frozen ready to bake
* Vegan Waffles – frozen ready to bake
* Vegan Baking Mix (to make pancakes, waffles or muffins)
* Vegan Butter
* Vegan Mayonnaise
* Vegan Vegetable Broth

**Gluten Free Options**

* Gluten Free Sliced Bread
* Gluten Free Hamburger Buns
* Gluten Free Hot Dog Buns
* Gluten Free Pizza or Pizza Crust
* Gluten Free Crackers
* Gluten Free Pretzels
* Gluten Free Graham Crackers
* Gluten Free Blueberry Muffin
* Gluten Free Apple Muffin
* Gluten Free Corn Muffin
* Gluten Free Baking Mix
* Gluten Free French Toast Sticks
* Gluten Free Pasta
* Gluten Free Chicken Nuggets
* Gluten Free Fish Sticks

**Baby Food Option for Early Head Start Students ( 6 weeks to 3 years old)**

Baby Food – Stages 1, 2, and 3

Vegetables

Fruit

Meat

Baby Formula

Baby Cereal

Baby/Infant Snacks

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