**Request for Proposal**

The Center for Family Services (CFS) Head Start, herein, details a Request for Proposal for Professional Commercial Kitchen Exhaust and Hood Cleaning. 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. Bids must be received no later than 5 PM on June 6th, 2025.

Scope of Work:

* Provide Bi-Annual cleaning of commercial kitchen exhaust systems with the intent on preventing the accumulation of grease, debris, dirt, etc. Cleanings should include the following: hood, baffle filters, exterior exhaust fan, ductwork, stove top, and accessible Ansul System equipment underneath the hood.
* Cleanings must adhere to the standards set forth under the National Fire Protection Association Code (NFPA) 96.
* Hood Cleaning should exemplify cleanliness; using protective coverings when applicable.
* Access ports, grease filters and fan systems must be inspected.
* Proof of completion of service must be recorded on-site, this includes date of service.
* Scheduling of service will be determined in advance for each location.

Services:

* Services will be provided over a 12-month contract period from August 1st, 2025 to July 31st, 2026.
* Contract will be a per unit price agreement; whereas, CFS Head Start may add or remove locations as requested. The costs of new locations shall be negotiated as required.

Qualifications:

 Respondent should include the following information:

* Previous experience
* Certification of License
* Certificate of Insurance

Please email Joe Flood at joseph.flood@centerffs.org for the Site Location Walkthrough Schedule or any questions.

**Proposals must be mailed to the below address no later than June 6th, 2025.**

Center for Family Services

Attn: Joe Flood

500 Pine Street

Camden, New Jersey 08103

Site Location Walkthrough Schedule

Due to building access restrictions site walkthroughs will be scheduled for the week of 4/21/25. Please respond to email address below and I will coordinate visits to all locations.

CFS Head Start Facilities Manager: Joe Flood

Email: joseph.flood@centerffs.org

Phone 609-471-5527

Locations:

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| 35 East Church StBlackwood, NJ 08021 | 33 W Haddon AveOaklyn, NJ 08107 | 500 Pine St Camden, NJ 08103 |  |
| 2431 Burlington AveDelanco, NJ 08075 | 100 Maple grove BlvdLumberton, NJ 08048 | 405 Lakehurst RdBrowns Mills, NJ 08015 | 231 Fort Dix RdPemberton, NJ 08068 |