

**Regional Consolidated Services (RCS)  
Head Start**

**REQUEST FOR PROPOSAL (RFP)  
CLASSROOM SUPPLIES**

**Issued by RCS Head Start**

**109 N Main Street, Randleman, NC 27317**

**PO Box 487, Randleman, NC 27317**

**C/O Lorri Brady, Facilities Coordinator**

**LBRADY@REGIONALCS.ORG**

**Phone: 336-629-5141**

**Dated: July 5, 2021**

- 1. Notice**
- 2. Instructions on Bidding Process**
- 3. Terms and Conditions**
- 4. Project Scope**
- 5. Procurement Contract Provisions**
- 6. Bid Matrix**
- 7. References**
- 8. Confidentiality Agreement**
- 9. Liability Agreement**
- 10. Non-Collusive Bidding Certification**
- 11. RCS Head Start History**

**Overview:**

Regional Consolidated Services (RCS) Head Start is seeking proposals for CLASSROOM SUPPLIES & MATERIALS.

The paper bids must be received prior to **12.00 P.M. by 8/20/2021** in a sealed envelope labeled with the bid title and addressed to Lorri Brady, Facilities Coordinator at 109 N Main Street, Randleman, NC 27317 or PO Box 487, Randleman, NC 27317.

Proposals submitted in electronic form must be in Microsoft Word or Adobe Acrobat PDF format and emailed to the Facilities Coordinator at LBRADY@REGIONALCS.ORG no later than 12:00 p.m. on the due date. Proposals emailed may not exceed nine (9) megabytes and is up to the vendor to verify delivery was complete to the Facilities Coordinator. If any files will cause the email to exceed the size limit, please separate the submission into two or more separate emails and clearly label them “1 of X”, “2 of X” and so forth (where X= the total number of emails).

Bids will be opened and evaluated by August 23, 2021 at the above address. Bids received after the above stated time will be considered for evaluation at the sole discretion of the Facilities Coordinator.

Bids must be signed in longhand or e-signature. All bids shall be submitted on forms furnished within this bid packet.

Regional Consolidated Services reserves the right to accept or reject any and all bids, to waive any irregularities in the bids or bidding, to be sole judge as to the merit, quality and acceptability of materials proposed and their compliance to the specifications, if it is in the best interest of the agency.

**RFP Contacts:**

All general correspondence and inquiries about the RFP should be submitted in writing by mail or email to the primary contact.

The primary contact is:

Lorri Brady

Facilities Coordinator

Regional Consolidated Services – Head Start

109 N Main Street, Randleman, NC 27317

PO Box 487 N Main Street, Randleman, NC 27317

Phone: 336-629-5141

Email: LBRADY@REGIONALCS.ORG

Bidders may bid for all requested in this RFP in whole or in part.

**BID CLOSING DATE: 12.00 P.M. 8/20/2021**  
**REGIONAL CONSOLIDATED SERVICES MAIN OFFICE**  
**109 N Main Street, Randleman, NC 27317**  
**PO Box 487 N Main Street, Randleman, NC 27317**  
**336-629-5141**

TO: Facilities Coordinator

1. Pursuant to and in compliance with the Instructions to Bidders, and other documents relating thereto, the undersigned bidder, having familiarized themselves with the terms of the bid and the conditions affecting the performance of the bid, hereby proposes and agrees to perform, within the time stipulated, everything required by the Agreement for the amount herein set forth.
2. It is understood that Regional Consolidated Services reserves the right to reject this bid as specified in the Instructions for Bidders.
3. Bidders must comply with the provisions of this bid and Instructions for Bidders.

#### VENDOR INFORMATION

COMPANY NAME:		
STREET ADDRESS:		
MAILING ADDRESS:		
CITY/STATE:		ZIP:
		COUNTY:
OWNER:		TITLE:
PHONE:	EXT:	FAX:
COMPANY CONTACT:	EMAIL ADDRESS:	COMPANY WEBSITE:
DESCRIPTION OF BUSINESS PRODUCTS/SERVICES:		
YEARS IN BUSINESS:	EMPLOYER'S FEDERAL ID # (or the Number used to report the business to the government) :	
<p>_____ Corporation (indicate the name used to formally register your corporation with the state you are registered with to do business) _____  State: _____</p> <p>_____ Sole Proprietor (please complete a W-9 and enclosed a Schedule C form from the most recent tax filing)</p> <p>_____ Partnership (please complete a W-9 and enclose a K1 form)</p> <p><b><i>Please note that if you are a Sole Proprietor or Partnership using an "Assumed Name or a Doing Business As (DBA) that is not registered with the State you will need to provide documentation that you have an assumed name certificate on file with the Register of Deeds in the county where the business is being conducted. These documents must be attached.</i></b></p> <p>___ Non-Profit    ___ IRS Designation    ___ Other</p>		

Is the company a subsidiary of another company or affiliated with a parent company?  YES  NO

If “YES”, please provide the following information about the corporate office/parent company, if different from above, or indicate “SAME”.

PARENT COMPANY NAME:		
STREET ADDRESS:		
MAILING ADDRESS:		
CITY/STATE:	ZIP:	COUNTY:
AUTHORIZED REPRESENTATIVE: <small>(Person who is listed as the responsible party for tax filings)</small>		TITLE:
PHONE:	EXT:	FAX:
EMAIL ADDRESS:	COMPANY WEBSITE:	

Is the company current on all state taxes?  YES  NO

Is the company current on all federal taxes?  YES  NO

Is the company current on all county, city and local taxes?  YES  NO

Enclosed a copy of your company’s most recent W-9?  YES

Enclosed documentation of any Assumed Name (if applicable)?  YES

Enclosed certificate of insurance?  YES

Signature of Authorized Representative: \_\_\_\_\_

Printed Name of Authorized Representative: \_\_\_\_\_ DATE: \_\_\_\_\_

**RCS Office use only:**

Have you checked to see if the company is listed on the debarment list? ([www.sam.gov](http://www.sam.gov)) and (NC SOFL) on the shared forms drive.  Yes  No

Have you checked the Secretary of State website to see if the company is registered? ([www.sosnc.gov/](http://www.sosnc.gov/))  Yes  No

Reason for request to set up the new vendor: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Signature of staffer requesting the new vendor set-up \_\_\_\_\_ Date \_\_\_\_\_

Program Director \_\_\_\_\_ Date \_\_\_\_\_ Finance Representative \_\_\_\_\_ Date \_\_\_\_\_

## PREPARATION OF BID FORM

1. Regional Consolidated Services invites bids on the form enclosed to be submitted no later than 12:00 P.M. 8/20/2021. All blanks on the bid form must be appropriately filled in. Each paper bid must be submitted in a separate sealed envelope bearing on the outside RCS HEAD START CLASSROOM SUPPLIES & MATERIALS. Bids submitted in electronic form must be in Microsoft Word or Adobe Acrobat PDF format. Required itemized spreadsheet in electronic format excel or .csv emailed to the Facilities Coordinator at LBRADY@REGIONALCS.ORG. It is the sole responsibility of the bidder to ensure that their bid is received by the Facilities Coordinator at 109 N Main Street, Randleman, NC 27317 prior to the closing date and time. Any bids received after the scheduled closing time for receipt of bids will be considered at the discretion of the Facilities Coordinator.

## 2. BID SUBMISSION ADDRESS

All bids must be submitted and received by the Facilities Coordinator at 109 N Main Street, Randleman, NC 27317 or P.O. Box 487, Randleman, NC 27317.

## 3. BID OPENING READING

All bids shall be opened and evaluated on 8/5/2021 at the above mentioned address.

## 4. SIGNATURE

The bid must be signed in the name of the bidder and must bear the signature in longhand or e-signature of the person or persons duly authorized to sign such bids.

## 5. MODIFICATIONS

Changes in the bid documents, additions to the bid, or any other modifications of the bid form may result in rejection of the bid as not being responsive to the invitation to bid. No oral or telephone modifications shall be considered. Written, emailed by authorized representative or faxed modifications received prior to the bid closing date and time will be accepted.

## 6. WITHDRAWAL OF BID

Bidders may withdraw bids by written request at any time prior to the scheduled closing time for receipt of bids.

## 7. INTERPRETATION OF BID DOCUMENTS

If discrepancies or omissions are found in the bid documents, bidders may submit a written request for clarification or correction to the office of the Facilities Coordinator. A copy of the request for clarification and the response thereto will be mailed or emailed to all bidders. Regional Consolidated Services will not be responsible for oral interpretations. All addenda issued during the time of bidding shall be incorporated into the bid.

## 8. AWARD OF BID

Regional Consolidated Services reserves the right to reject any or all bids, or to waive any irregularities or informalities in any bids or the bidding process, and to make its selection of items awarded based upon its best judgment as to which items substantially comply with the specifications, or which are most economical and/or best suited for the needs of the agency. All bids shall remain open and valid and subject to acceptance until a bid acceptance decision has been made but not to exceed a period of forty-five (45) days after the bid opening date. Items listed on the bid will be awarded in part or whole and quantities may vary, whichever is in the best interest of the agency and at the agency's sole discretion. The final project approval is contingent on available funds.

## 9. PRICES

Bid each item separately. Prices must be stated in the unit specified. In case of a discrepancy between the unit price and the extended price, the unit price will be considered correct. Prices should be quoted net, including any trade discounts, F.O.B. destination. Prices shall NOT include sales tax but sales tax shall be listed separately. Freight, shipping, warranty, software support charges and other like pricing should be listed separately as well. Prices should include service support/maintenance for 1 year with two 1 year possible extensions, if applicable. Bid prices should be locked for the entirety of the project scope, if applicable. The project/contract is tentatively scheduled for Fall 2021.

## 10. DELIVERY SCHEDULE.

Bidders shall be required to commence delivery of all items on which bids are accepted immediately after receipt of a purchase order. Failure to complete all deliveries within thirty-five (35) days after receipt of a purchase order shall be considered sufficient cause for default action under the DEFAULT provision of this bid.

## 11. BRANDS

If brand names are included in this bidding it is for descriptive purposes only, to indicate the quality, design and utility desired. This specification is not intended to restrict competition. Brands of equal make or type to those specified are acceptable unless otherwise indicated in this bid request. Recycled products must also meet the requirements set forth. Each bidder shall indicate the manufacturer's name and model number of the brands being bid and shall submit all samples in accordance with the SAMPLES provision of this bid. Specifications must be sent prior to or with bid on items bid as alternate or equal. It is up to the bidder to show compliance with the specifications listed.

## 12. SAMPLES

If the bidder is bidding items/brands other than those specified or if no brand is indicated in the bid documents, the following shall apply:

- A. Complete specifications, descriptions, documentation, and photographs/sketches shall be submitted with the bid.
- B. Documentation that clearly shows that an alternative product meets or exceeds compatibility with Regional Consolidated Services' current environment must be submitted.
- C. Samples may be submitted (OR requested) to Regional Consolidated Services, 109 N Main Street, Randleman, NC 27317, on or before the closing date and time of this bid.
- D. Samples must be submitted free of expense.

- E. All packages containing samples must be clearly labeled "CLASSROOM SUPPLIES & MATERIALS" and each sample shall be clearly identified as to the vendor name and item numbers under which it is to be considered.
- F. Samples which do not comply with these instructions may not be considered for award.

### 13. EVIDENCE OF RESPONSIBILITY

Regional Consolidated Services requests the names of three (3) references with whom similar transactions have occurred.

### 14. ANTI-DISCRIMINATION

It is the policy of Regional Consolidated Services that in connection with all services performed, there be no discrimination against any prospective or active employee engaged in the work because of race, color, ancestry, national origin, religious creed, sex, age or marital status, and therefore, the bidder agrees to comply with applicable Federal and State laws. In addition, the bidder agrees to require like compliance by all subcontractors employed by them.

### 15. INSPECTION AND ACCEPTANCE

All items provided under this bid shall meet or exceed the bid specifications and shall comply with all Federal and State laws governing their productions, handling, processing and labeling. Inspection and acceptance of all items shall be at delivered destinations. Items found to be defective or not in accordance with the bid specifications shall be replaced immediately by the bidder at no cost to Regional Consolidated Services. Regional Consolidated Services shall be allowed fifteen (15) working days after delivery to report damaged goods. Failure to replace said items shall be considered sufficient cause for default action under the DEFAULT provision of this bid.

### 16. LIABILITY

The bidder shall hold the Regional Consolidated Services, its officers, agents, servants and employees harmless from liability of any nature or kind whatsoever on account of use by the publisher or author, manufacturer or agent, of any copyrighted composition, secret process, patented or unpatented invention, article or appliance furnished or used under this bid. The bidder hereby agrees to indemnify and save harmless Regional Consolidated Services, the Head Start Program, their representatives and employees from and against any and all loss, cost, damage, expense and liability caused by an accident or other occurrence causing bodily injury, including death, sickness, and disease to any person, or damage or destruction to property, real or personal, which may arise from operations, productions or services rendered as a result of my contracting with Regional Consolidated Services.

### 17. BID DOCUMENTS

The complete bid includes the following documents: Notice, Vendor Information, Technical Specifications including Bidder Response, Business Specifications, References, Confidentiality Agreement, Liability Agreement, and Non-Collusive Bidding Certification. Any of these shall be interpreted to include all the provisions of the other documents as though fully set out therein. The Bidder should fully acquaint himself with the conditions and terms affecting the performance of the agreement if awarded. The bidder's submission of a bid shall be taken as prima facie evidence of compliance with this section.



## 18. TAXES

State and local taxes will be paid by purchaser. Taxes are not to be included in the prices that are submitted with this bid but shown separately under the area labeled "Taxes".

## 19. DELIVERY

Destination shall be as designated within the boundaries of the Regional Consolidated Services Head Start locations. No additional fees shall be charged for orders broken down into separate shipments. All shipments shall be accompanied by a packing slip. Purchase order numbers shall appear on all packing slips, invoices, and packages.

## 20. ERRORS

Responsibility for errors or omissions on the part of bidders in making up their bids will not be assumed by Regional Consolidated Services. All bids must be legible. No erasures will be permitted. Mistakes may be crossed out and corrections typed adjacent to the error. Corrections must be initialed in ink prior to the bid opening by the person signing the bid.

## 21. QUANTITIES

Quantities shown are estimated usages of Regional Consolidated Services for the bid period. Regional Consolidated Services reserves the right to purchase more or less of the units specified. These quantities are not guaranteed by the Regional Consolidated Services but are included for information and bid planning purposes only.

## 22. NON-CONFORMING

When any supplier shall deliver any article or service which does not conform to the specifications or when deliveries are unduly delayed, Regional Consolidated Services may, at its option, annul and set aside the contract entered into with said supplier, either in whole or in part, and make and enter into a new contract with supplier that can provide equal or similar items in a timely manner. Additional costs incurred by Regional Consolidated Services as a result of such action shall be borne by the supplier (and/or his sureties), failing to perform.

## 23. PERIOD OF AGREEMENT/ EXTENSION

The term shall be one year from the effective date of any contract(s) executed as a result of this solicitation or August 31, 2022, whichever comes later.

## 24. PRICES INCREASES

In the event that parties involved consent to contract time extensions beyond August 31, 2022, the following conditions for price adjustments shall apply. Prices bid herein may increase with the mutual consent of parties involved. The effective date of such increase shall be specified in writing by Regional Consolidated Services. All proposed price increases shall require the submission by the vendor of the manufacturer's national or regional published price list or printed notices of price changes. All purchase orders placed under this agreement shall be delivered and invoiced at the agreement price prevailing at the time the order is placed, regardless of the actual delivery date.

## 25. PURCHASE ORDERS

Regional Consolidated Services shall issue purchase orders to the vendor.

## 26. INVOICE PROCESS

Invoices shall be submitted to Regional Consolidated Services and shall contain the following information:

- invoice number
- invoice date
- billing account number
- total invoice amount
- purchase order number
- general description of items or services invoiced
- the number of items invoiced
- the cost per item

Failure to enter the above information on the invoice may cause a delay in payment. Payment shall be made on partial deliveries accepted by Regional Consolidated Services.

## 27. OSHA

The vendor certifies by delivery, that all items furnished under this agreement meet or exceed applicable OSHA codes. All electrical devices must be supplied with 3 wire grounded cords. **\*\*If Applicable\*\***

## 28. DEFAULT

Regional Consolidated Services may, by written notice of default to the vendor, terminate the whole or any part of its order under this agreement if:

- A. Vendor fails to make delivery of the supplies or to perform the service within the time specified herein or any extension thereof:

OR

- B. Vendor fails to perform any of the other provisions of this agreement and does not cure such failure within a period of fifteen (15) calendar days (or such longer period as the purchasing director may authorize in writing) after receipt of notice from the purchasing director specifying such failure. In the event that Regional Consolidated Services terminates its order(s) in whole or in part, Regional Consolidated Services may procure supplies or services similar to those so terminated from other sources, and the vendor shall be liable to the Regional Consolidated Services for any additional costs resulting from such action. Vendor shall be required to deliver all supplies or services under this agreement which are not terminated.

## 29. WARRANTY

Warranty periods and terms shall be stated in the bid response. The vendor agrees that all items & services furnished under this agreement shall be covered by the most favorable commercial warranties (to include merchantability) that the vendor provides any customer for such items, and that the right and remedies provided therein are in addition to any other provision of this agreement.

### 30. INDEPENDENT CONTRACTOR

While providing the items or services included herein, the vendor is an independent contractor and not an officer, employee, or agent of Regional Consolidated Services.

### Project/Contract Scope:

#### CLASSROOM SUPPLIES & MATERIALS PROJECT

The primary objective and goals of the CLASSROOM SUPPLIES & MATERIALS RFP are as follows:

1. Provide CLASSROOM SUPPLIES & MATERIALS to the following RCS Head Start centers in Alamance, Caswell and Randolph Counties:
  - A. Alamance County
    - i. Janice S. Scarborough Head Start, 615 Ray Street, Burlington, NC for 8 classrooms
    - ii. Head Start Junction, 421 Alamance Road, Burlington, NC for 5 classrooms
    - iii. Graham Head Start, 620 Ray Street, Graham, NC for 2 classrooms
  - B. Caswell County
    - i. Caswell Community Head Start, 2260 NC Hwy 86 N, Yanceyville, NC for 3 classrooms
  - C. Randolph County
    - i. Connie Redding Head Start, 118 Virginia Avenue, Asheboro, NC for 6 classrooms
    - ii. Head Start Station, 7279 Jordan Road, Ramseur, NC 27316 for 1 classroom
    - iii. North Asheboro Head Start, 1822 Unit D N Fayetteville Street, Asheboro, NC for 2 classrooms
2. Supply Requirements
  - A. All items should be non-toxic for a preschool environment.
  - B. Statement of warranty period.
  - C. Services/deliveries will be provided during business hours. No weekend deliveries.
  - D. All shipping and handling details must be included in the bid response. Shipping needs to be set at one rate for the entire contract. Shipping must be priced by dollar amount or by weight. Please specify with an example as seen below with as much detail as possible, with a maximum shipping cost per order. **All items MUST be inside delivery.**
    - ii. *EXAMPLE ORDER: Up to \$150                      Shipping Cost \$25*
    - iii. *EXAMPLE ORDER: Over \$400                      Shipping Cost \$50*
    - iv. *EXAMPLE ORDER: Up to 300lbs                      Shipping Cost \$25*
    - v. *EXAMPLE ORDER: 300lbs to 600lbs                      Shipping Cost \$50*
  - E. Items listed below are to be listed by item and quoted for **equivalent** or **like products**:
 

<ul style="list-style-type: none"> <li>• Furnished Doll House</li> <li>• Sand/Water Activity Center</li> <li>• Crayola Washable Tempera Paint - Gallon</li> <li>• Construction Paper 700 Sheets Asorta –</li> </ul>	<ul style="list-style-type: none"> <li>9x12</li> <li>• Construction Paper 700 Sheets Asorta – 12x18</li> <li>• Medium Glue Stick .28oz (Set of 30)</li> <li>• Finger Paint Paper 16x11 100 Sheets</li> </ul>
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## White

- Manila Art Paper 12x18 500 Sheets
- Manila Art Paper 9x12 500 Sheets
- White Drawing Paper 9x12 500 Sheets
- White Drawing Paper 12x18 500 Sheets
- Crayola Sidewalk Chalk 52 Count, 3 of each color
- Elmer's Washable School Glue - Gallon
- Soft Side Chair and Ottoman
- Textured Pillows (Set of 4)
- 16 Color Washable Watercolor Trays (12 Trays)
- Art Apron
- Worldwide Animal Set (set of 21)
- Masking Tape
- Letters Puzzle Set
- Hand Gloves- Set of 3 Storybook Favorites
- Single Wire Puzzle Rack
- Write On/Wipe Off Graph Charts
- Play-Doh Modeling Compound
- Colored Playground Balls
- Mathstart Book Set
- 13 Piece Play Food Set
- Pretend & Play- Friends with Diverse Abilities Figure Set
- Child's First Stencil Set
- Laminating Film Roll 25"x500"
- Washable Broad Tip Marker Class Pack
- Colored Pencils Class Pack
- Spirit Box – Radio, Cassette, & CD Player
- Letters Alive© Classroom Alive
- Dramatic Dress Ups Community Helper Costumes
- Early Learning Station – Dry-Erase Board, Snap-on Paper/Accessory Hooks
- Stilts, pair
- Basketball, Junior Size
- Rest Time Cot, Full Size, Manufactured by The Children's Factory, Inc.
- Heavy-Duty Kindermat, Manufactured by Peerless Plastics, Inc.
- Play Kitchen Refrigerator
- Play Kitchen Sink
- Play Kitchen Stove
- Play Kitchen Cupboard
- 5-Compartment Storage Unit, Wooden
- Classic Chrome Chair 12"
- Musical Instruments

Required itemized spreadsheet in electronic format excel or .csv if you are responding with email.

#### OWNERSHIP OF EQUIPMENT (if applicable)

All custom alternative solutions will become the property of Regional Consolidated Services once it is delivered and accepted by Regional Consolidated Services. Ownership of digital content must be disclosed in bid proposal and contract following extermination of awarded contract otherwise Regional Consolidated Services will assume ownership.

#### Bidder shall respond to:

- 1. Price: Equipment and/or service, shipping fees, taxes, installation, and other similar items.**
- 2. Performance Reliability: Please include 3 references**
- 3. Delivery: Please specify estimated delivery of materials or services, lead time, and estimated time for completion of job/order.**
- 4. Warranty**

- 5. Provide Certificate of Insurance with minimum limits of liability for commercial general liability, auto, worker’s compensation, employer’s liability, property and the vendor’s W-9.**
- 6. Provide all-inclusive example contract for delivery, and cost allocated by line item.**

The bidder shall address each of the above to the best of their ability in their bid document. Proposals should not exceed 50 pages of text, exclusive of attachments and appendices. The font should be clearly readable and no less than 11 point. Proposals submitted in electronic form must be in Microsoft Word or Adobe Acrobat PDF format and emailed to the Facilities Coordinator at [LBRADY@REGIONALCS.ORG](mailto:LBRADY@REGIONALCS.ORG) no later than 12 p.m. on the due date. Proposals emailed may not exceed nine (9) megabytes and is up to the vendor to verify delivery was complete to the Facilities Coordinator. If any files will cause the email to exceed the size limit, please separate the submission into two or more separate emails and clearly label them “1 of X”, “2 of X” and so forth (where X= the total number of emails).

Paper submissions must be submitted in one hard copy. Paper submissions must be in a sealed envelope delivered in person or a delivery service mark with bold inscription “RCS HEAD START RFP – CLASSROOM SUPPLIES & MATERIALS” to the following address:

Regional Consolidated Services  
Attn: Lorri Brady  
109 N Main Street, Randleman, NC 27317  
PO Box 487, Randleman, NC 27317

Bids will not be accepted by fax.

**Factors in determining the award of this bid:**

- 1. Prices/Charges**
- 2. Product/Service quality**
- 3. Understanding of needs**
- 4. Prior experience/track record**
- 5. Personnel qualifications**
- 6. Financial stability**
- 7. Small Business**
- 8. Minority-Owned/Women’s Business**

The bidder shall address each of the above to the best of their ability in their bid document.

**BUSINESS SPECIFICATIONS**

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Is your business (check all that apply):

- Small Business
- Minority-Owned Firm
- Women's Business Enterprise

**BID MATRIX**

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<b>Prices/Charges</b>	40%
<b>Product/Service quality</b>	10%
<b>Turnaround Time of Ordering to Delivery</b>	10%
<b>Prior Experience/Track record</b>	10%
<b>Shipping Costs</b>	10%
<b>Financial Stability</b>	10%
<b>Small Business</b>	5%
<b>Minority-Owned/Women's Business</b>	5%

**REFERENCES**

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1. Company \_\_\_\_\_  
Contact Name \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
Telephone \_\_\_\_\_  
Project \_\_\_\_\_  
\_\_\_\_\_  
Completed by \_\_\_\_\_ Date \_\_\_\_\_
  
2. Company \_\_\_\_\_  
Contact Name \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
Telephone \_\_\_\_\_  
Project \_\_\_\_\_  
\_\_\_\_\_  
Completed by \_\_\_\_\_ Date \_\_\_\_\_
  
3. Company \_\_\_\_\_  
Contact Name \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
Telephone \_\_\_\_\_  
Project \_\_\_\_\_  
\_\_\_\_\_  
Completed by \_\_\_\_\_ Date \_\_\_\_\_

### CONFIDENTIALITY AGREEMENT

I understand that any information learned about any staff or participant or their spouse, family, or the Agency, is to be kept confidential and is not to be discussed outside this facility at any time.

I also understand that discussion of any information gathered during interaction with staff, children or families of the program is not permitted unless specifically directed by the program director or the executive director of Regional Consolidated Services.

I understand that at no time should I or any other employee of the same vendor attempt to access, look at, review, log/record/retain/save/copy, redirect or in any other way access the content of traffic on the network. If, at any time, the I or any other employee of the same vendor become aware that unauthorized access is taking place or has taken place, it is required to take immediate steps to stop current and/or future unauthorized access and immediately notify the Facilities Coordinator and Executive Director of Regional Consolidated Services.

Date: \_\_\_\_\_

Contractor Signature: \_\_\_\_\_

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### LIABILITY AGREEMENT

I acknowledge that I have the primary responsibility. I hereby agree to indemnify and save harmless Regional Consolidated Services, the Head Start Program, their representatives and employees from and against any and all loss, cost, damage, expense and liability caused by an accident or other occurrence causing bodily injury, including death, sickness and disease to any person, or damage or destruction to property, real or personal, which may arise from operations, productions or services rendered as a result of my contracting with Regional Consolidated Services.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name of Insurance Company

\_\_\_\_\_  
Claims Representative/Telephone Number

\_\_\_\_\_  
Policy Number

\_\_\_\_\_  
Expiration Date



## NON-COLLUSIVE BIDDING CERTIFICATION

**By submission** of this bid, each bidder and each person signing on behalf of any bidder certifies as to its own organization, under penalty of perjury, that to the best of knowledge and belief:

- i. The prices in this bid have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor;
- ii. Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to the bid opening, directly or indirectly, to any other bidder or to any competitor;
- iii. No attempt has been made or will be made by the bidder to induce any person, partnership, or corporation to submit or not to submit a bid for the purpose of restricting competition.

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AUTHORIZED SIGNATURE

---

NAME OF COMPANY

---

PRINTED NAME

---

TITLE OF AUTHORIZED PERSON

---

TELEPHONE NUMBER

---

ADDRESS

---

DATE

---

CITY STATE ZIP

## History of RCS Head Start

Head Start began in 1965 with the implementation of the Economic Opportunity Act, which was part of President Lyndon B. Johnson's war on poverty. The program was designed to provide preschool children from economically challenged families with a "head start" on formal education.

The first Head Start classes, attended by about 561,000 children, met for eight weeks during the summer of 1965. By 1972 most Head Start programs were full-year preschool programs.

The Head Start program was designed to meet the needs of such children and their families so that when the child reaches kindergarten, he or she is ready to learn without barriers such as poor health, hunger, or other conditions that could distract them from learning. To achieve this objective, Head Start was designed as a comprehensive preschool program, which addressed the areas of education, disabilities, health (including dental, medical, mental health, and nutrition), social services, and parent involvement.

As a result of the implementation of Head Start, over 14,500,000 children have been properly vaccinated, and have received needed medical and dental attention before beginning kindergarten.

Because Head Start is not a "hand out" type of program and there is a big emphasis on parent involvement and parent training, many families involved in the Head Start program have become economically self-sufficient, no longer requiring public assistance.

Children who attend Head Start have a significantly lower chance of being retained in a grade, becoming a teenage parent, committing a crime, or dropping out of school than their peers who do not attend. Parents of Head Start children are more supportive and more active in school activities as their children go through the public school system.

Regional Consolidated Services (RCS) began serving 20 Head Start children at East Side Head Start, located at Asheboro Day Care on Brewer Street, in 1990. In 1994, RCS expanded to serve 60 additional children in three classrooms located at Franklinville, Ramseur, and Trinity Elementary Schools. In 1995, RCS expanded again to serve 34 additional children in two classrooms located at the Early Childhood Development Center (ECDC) in North Asheboro. The ECDC is part of the Asheboro City School System. In 1998, RCS Head Start expanded into Alamance and Caswell Counties. In 2010, RCS Head Start was granted expansion slots to serve an additional 60 children in Alamance and Randolph counties. In 2013, the effects of sequestration led to the closing of one Randolph County site. In 2014, sequestration effects were reinstated and Randolph County received the 20 slots back so we have a total of 485 children and their families that we can serve in Alamance, Caswell, and Randolph Counties. In May 2005, RCS Head Start was recognized by the National Head Start Association as an Outstanding Grantee. RCS Head Start has earned 5-Star rated licenses at all centers within the three-county program.