



Park Hill School District

**PARK HILL SCHOOL DISTRICT  
Nutrition Services Department  
9501 N Seymour Avenue  
Kansas City, MO 64153**

**2023-24 NUTRITION SERVICES SMALLWARES BID  
#107-2023-24-002**

ITEMS: Nutrition Services Smallwares/Equipment

TYPE OF CONTRACT: Invitation for Bid (IFB)

PERIOD: Effective July 1, 2023 - June 30, 2024

MAIL OR DELIVER BIDS TO: Park Hill School District  
Nutrition Services Department  
9501 N Seymour Avenue  
Kansas City, MO 64153

CONTACTS: All questions concerning this invitation to bid should be submitted in writing to Melissa Wolf, Quality Assurance Manager for Nutrition Services, at [wolfm@parkhill.k12.mo.us](mailto:wolfm@parkhill.k12.mo.us) or [simsg@parkhill.k12.mo.us](mailto:simsg@parkhill.k12.mo.us).

BID TIMELINE: Solicitation Release Date – May 4, 2023  
Bid Opening – 9:30 am, June 8, 2023  
Equipment Delivery Deadline – August 1, 2023

Park Hill School Nutrition Services is accepting sealed bids for smallware equipment for the 2023-24 school year.

Bids must be received by 9:30 am, Thursday, June 8, 2023, at the Park Hill Nutrition Services office located at 9501 N Seymour Avenue, Kansas City, MO 64153. The bid will be publicly opened and made part of record of the Park Hill School District. Bids submitted after that date and time will be disqualified. Bids must be completed electronically using the provided excel spreadsheet and submitted on a USB thumb drive.

It is the responsibility of the bidder to confirm receipt of the bid prior to bid opening date and time.

It is not the policy of Park Hill School District to make purchase decisions solely based on lowest bid; quality and suitability to purpose being controlling factors. That being understood, the Park Hill School District reserves the right to award bids to the lowest and most responsive bidder.

Line-item bid awards will not be granted. A single award will be made to the bidder providing the most competitive overall price that is also compliant with bid smallware specifications. Bidders are invited to be present for the public bid opening when only bottom-line bid totals amounts are presented. Upon identification of the most competitive responsive bid proposal, Park Hill Nutrition Services will award the final bid.

Park Hill will evaluate all bids presented including alternate items submitted. All requested smallware equipment must be delivered to the Nutrition Services office no later than Tuesday, August 1, 2023. Failure to deliver awarded products by that date may disqualify the company from future bid opportunities with the Park Hill School District.

Bidders are responsible for the accuracy of all prices quoted on this bid; any requested price alterations *after* the bid opening will not be accepted.

Park Hill School District reserves the right to accept or reject any bid and reserves the right to waive all irregularities and informalities. When no response to bid is made, the vendor may be removed from future bid invitations.

For information regarding the bid process, contact Park Hill School District at (816) 359-4090.

---

**PACKAGE IDENTIFICATION LABEL – OPTIONAL**

For your convenience, you may use the label below to identify your proposal submittal. Proposals must include USB Drive with completed excel spreadsheet as presented in this IFB.

**DO NOT OPEN - SEALED IFB - DO NOT OPEN**

**TITLE:** NUTRITION SERVICES EQUIPMENT SMALLWARES BID #107-2023-24-002

**BID TO BE PUBLICLY OPENED ON:** June 8, 2023 at 9:30 AM CST

**FROM:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**DELIVER TO:** PARK HILL NUTRITION SERVICES DEPARTMENT  
9501 N SEYMOUR AVENUE  
KANSAS CITY, MO 64153

ATTN: GRENNAN SIMS/MELISSA WOLF

## **SCOPE**

The intention of this invitation for bid is to solicit firm pricing for Park Hill School District smallware equipment.

Once awarded, bid pricing submitted and all contract terms shall remain in place for one year beginning July 1, 2023 thru June 30, 2024. Additional equipment purchases of the same items may be made utilizing this bid solicitation. In addition, this vendor will be considered an “approved provider” for Park Hill Nutrition Services; additional smallwares not specified in this original bid may be procured from them.

## **BID REQUIREMENTS**

- Bidders must read the entire bid document - paying close attention to the specified items submitted.
- Bids must be submitted on the form(s) provided in this document and include all requested information. All equipment costs should be entered in the provided excel document and submitted in the bid packet on a USB Flash Drive. No e-mailed or faxed bids will be accepted.
- Bidder must be geographically located within 350 miles of the Park Hill School District and should take delivery of the product at their facility prior to delivery to the district to verify that the equipment is as specified and in working order.

## **TERMS AND CONDITIONS**

**BID CHANGES** – Any changes to the requirements specified herein will be communicated to all bidders by the issuance of an addendum. All bidders shall comply with the requirements specified in all addenda issued by the Park Hill School District.

**PAYMENT** – Terms are net forty-five (45) days.

**TAXES** – Park Hill School District is tax exempt; therefore, submitted bid should reflect this status.

**ALTERNATE BID ITEMS** – Reference to brand name and catalog numbers are included to fully describe items and should be regarded as part of the description. Brand names are not intended to limit competition; however, quality is an important factor in determining items acceptable to Park Hill Nutrition Services.

When bidding on items from a different manufacturer, please indicate the alternative manufacturer name and model or item number, as well as provide a picture of the alternate item. This alternate bid will be evaluated and may be declined at the discretion of the district.

**BID ITEM ADDITIONS** – Park Hill Nutrition Services may request bid pricing for additional smallwares throughout the bid period. Pricing provided may be compared to online sources of the same item to assure the most competitive prices are received.

**DAMAGES** – The successful bidder will be held responsible and required to make good for any damages to persons or property caused by the bidder’s employees and/or agents.

**BID SPECIFICATIONS SHEET COMPLETION** – Bidders must complete the Bid Specifications Sheet provided.

- All bids must include freight costs and delivery to the Park Hill Nutrition Services Office.
- All bids must be electronically completed. No handwritten bids will be accepted.
- All columns must be totaled by multiplying the bid price by the quantity requested.
- The total price of each row must be tabulated at the bottom of the Bid Specifications Sheet for a bottom-line bid total.

---

## FELONY CONVICTION NOTIFICATION

---

“The person or business entity that enters into an agreement with this school district must give advance notice to the District if the person or an owner or operator of the business entity has been convicted of a felony. The notice must include a general description of the conduct resulting in the conviction of a felony”.

The District may terminate this agreement with a person or business entity if the District determines that the person or business entity failed to give notice by the next preceding subsection, or misrepresented the conduct resulting in the conviction. The District will compensate the person or business entity for services performed before the termination of the agreement”.

By submitting this offer and signing this certificate, this bidder:

- Certifies that the owner/operator has not been convicted of a felony, except as indicated on a separate attachment to this offer, and
- Certifies that no employee who will enter school buildings or potentially have contact with school children has been convicted of any felony or a misdemeanor involving violence or sexual contact or sexual abuse. It shall be the duty of the vendor to conduct the appropriate background checks on its employees and vendor agrees to share this information with the District upon request.

Bidder must be of lawful age to enter into this agreement. This bid is made without any previous understanding, agreement or connection with any other person, firm or corporation making a bid for the same purpose and is in all respects fair and without collusion or fraud. No member of the Board of Education of the Park Hill School District, City of Kansas City, Missouri, County of Platte, nor any officer or employee or person whose salary is payable in whole or part from the treasury of said Board of Education is directly or indirectly interested in this bid or in the services to which it is related, or in any portion of the profits hereof.

All employees and /or any subcontractor’s employees of said bidder must be lawfully present in the United States as required by MO Immigration Law HB1549.

### LOBBYING CERTIFICATION

Submission of this certification is a prerequisite for entering into this transaction Agreement and is imposed by Section 1352, Title 31, U.S. Code. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Any person who fails to file the required certification shall be subject to civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

*The undersigned certifies, to the best of his/her knowledge and belief, that:*

1. No Federal appropriated funds have been paid or will be paid on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of a Federal contract, the making of a Federal grant, the making of a Federal loan, the entering into a cooperative agreement, and the extension, continuation, renewal, amendment, or modification of a Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, “Disclosure of Lobbying Activities”, in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all covered sub-awards exceeding \$100,000 in Federal funds at all appropriate tiers and that all sub-recipients shall certify and disclose accordingly.

### CLEAN AIR AND WATER ACT

*As required by USDA, the undersigned certifies the following:*

I, the vendor, am in compliance with all applicable standards, orders or regulations issued pursuant to the Clean Air Act of 1990, as amended (42 U.S.C. 1857(h)), Section 508 of the Clean Water Act, as amended (33 U.S.C.1368), Executive Order 117389 and Environmental Protection Agency Regulation, 40 CFR Part 15 as required under OMB Circular A-102, Attachment O, Paragraph 14(l) regarding reporting violations to the grantor agency and to the United States Environment Protection Agency Assistant Administrator for the Enforcement.

### **CIVIL RIGHTS/ ANTI-DISCRIMINATION**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint form, (AD-3027) found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992.

*Submit your completed form or letter to USDA by:*

1. Mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington D.C. 20250-9410
2. Fax: (202) 690-7442 or
3. Email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.

### **DEBARMENT AND SUSPENSION**

*As required by Executive Order 12549, the undersigned certifies the following:*

The Bidder certifies that neither it nor any of its principals (e.g., key employees) has been proposed for debarment, debarred or suspended by a federal agency according to Executive Order 12549 titled Debarment and Suspension. The prospective bidder shall provide immediate written notice to the person to which this proposal is submitted it at any time the prospective bidder learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances. Federal and State penalties exist for vendors and districts that knowingly enter into contracts with suspended/debarred persons.

### **BYRD ANTI-LOBBYING AMENDMENT**

As relevant, contractors that apply or bid for an award of \$100,000 or more must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier-to-tier up to the non-Federal award. (31 U.S.C. 1352)

*Having carefully examined the Invitation for Bid, requirements, terms and conditions, specifications and required forms, the undersigned hereby proposes and agrees to furnish goods and/or services in strict compliance with the specifications and conditions contained in this document.*

*The undersigned affirms that they are duly authorized to execute this contract, that this company, corporation, firm, partnership or individual has not prepared this proposal in collusion with any other Proposal Respondent, and that the contents of this bid as to prices, terms, or conditions of said proposal have not been communicated by the undersigned, nor by any employee or agent to any other person engaged in this type of business, prior to the official opening of this proposal.*

**DATE:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**PRINTED NAME:** \_\_\_\_\_

**COMPANY NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**CITY, STATE, ZIP CODE:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

**PARK HILL SCHOOL DISTRICT OFFICIAL:**

**DATE:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

Grennan Sims, RD, LD  
Nutrition Services Director

*A signed copy of this contract agreement will be provided to the successful Bidder.*

**NOTICE OF NO BID ON PROPOSAL**

IFB #107-2023-24-002: Nutrition Services Smallwares Bid

Return Via Email: [simsg@parkhill.k12.mo.us](mailto:simsg@parkhill.k12.mo.us)

(Check below)

Our company will not submit a bid for the reason(s) listed below but wish to remain on the vendor's list.

The product/service we represent should be listed in another category. (Specify)

Please remove our company from the vendors list for the reason(s) listed below:

EXPLANATION FOR "NO" BID ON PROPOSAL OR WISH TO BE REMOVED

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Signature of Vendor's Representative: \_\_\_\_\_

Typed/Printed Name: \_\_\_\_\_

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

**Thank you!**