Park Hill School District

Nutrition Services Department
9501 N Seymour Avenue
Kansas City, MO 64153

2025-2026 NUTRITION SERVICES SMALLWARES BID

Bid #: 107-2025-26-001

Items: Nutrition Services Smallwares/Small Equipment

Type of Contract: Invitation for Bid (IFB)

Contract Term: July 1, 2025 – June 30, 2026

BID SUBMISSION

Bids must be received by **9:30 AM, Friday, May 16, 2025**, via email, USPS, or in person at the address above. Late bids will not be accepted. Bids must be submitted electronically using the provided Excel spreadsheet, either on a USB flash drive or emailed to **wolfm@parkhill.k12.mo.us**. It is the bidder's responsibility to confirm receipt before the deadline.

BID CONTACT

Questions should be submitted in writing/email to:

Melissa Wolf, Administrative Assistant
Email: **wolfm@parkhill.k12.mo.us**

BID TIMELINE

- **Solicitation Release:** Friday, April 25, 2025
- **Bid Due Date:** Friday, May 16, 2025 @ 9:30 AM
- **Anticipated Award Date:** Friday, May 23, 2025
- **Equipment Delivery Deadline:** Tuesday, July 1, 2025

BID EVALUTION

Park Hill Nutrition Services will evaluate bids based on price of quantities specified, product quality, and suitability for intended use, as well as provider customer service. Unit pricing is also requested for additional items that may be requested in the future. A single award will be made to the most competitive and responsive bidder. The district reserves the right to purchase up to 10% of bid items from another vendor if significantly lower pricing is available.

Alternate items may be considered for evaluation; however, all awarded equipment must be delivered no later than July 1, 2025. Failure to meet this deadline may impact eligibility for future bid opportunities.

Bidders must honor quoted prices for the duration of the contract. Price changes post-opening will not be accepted. Bid pricing will be evaluated based on anticipated quantities to order

Park Hill School District reserves the right to accept or reject any bid, waive irregularities, and remove non-responsive vendors from future bid notifications.

For general inquiries, contact the Nutrition Services Office at **(816) 359-4090**.

SCOPE OF BID

The purpose of this Invitation to Bid for small purchases is to obtain firm pricing for smallware equipment for the Park Hill School District Nutrition Services Department for the 2025-2026 school year.

Once awarded, the bid pricing and all contract terms will remain in effect for a period of one year, commencing July 1, 2025, and concluding June 30, 2026. Additional purchases of the same equipment listed may be made under the terms of this bid.

The selected vendor will be recognized as an *approved provider* for Park Hill Nutrition Services. This designation allows for the procurement of additional smallware items not explicitly listed in the original bid document, subject to mutual agreement, for the duration of the contract period.

Note: *This Invitation for Bid does not guarantee the purchase of all items or quantities listed. The itemized list is provided as a forecast of anticipated needs to aid bidders in pricing and planning. A final order will be issued upon bid award notification.*

BID REQUIREMENTS

- Bidders are responsible for reviewing the entire bid document, paying close attention to item descriptions and specified item numbers.
- All bids must be submitted using the provided forms. Equipment pricing must be entered in the provided Excel document and submitted as part of the bid packet on a USB flash drive or sent as an Excel email attachment. **Faxed bids and PDF file submissions will not be accepted.**
- Vendors should receive and inspect the equipment at their facility prior to delivery to the district to confirm that items meet specifications and are in working order.

TERMS AND CONDITIONS

Bid Revisions:

Any modifications to the requirements outlined in this bid will be communicated via an official addendum. All bidders are required to comply with the conditions outlined in any addenda issued by the Park Hill School District.

Payment Terms:
Net 45 days from the date of invoice.

Tax Exemption:
The Park Hill School District is tax-exempt. Bids must reflect this status.

Alternate Items:
Brand names and item numbers are used for reference and to clarify product specifications. These are not intended to restrict competition; however, quality is a key factor in the selection process.

If submitting a bid for an alternate item, bidders must include:

- Manufacturer name
- Model/item number
- A clear image of the alternate product

Alternate items will be reviewed and may be declined at the district's discretion.

Additional Items During Contract Term:
Park Hill Nutrition Services reserves the right to request pricing for additional smallware items throughout the contract period. Pricing submitted will be compared with market sources to ensure competitive value.

Damages:
The awarded vendor will be held responsible for any damage to persons or property caused by their employees or agents and will be required to remedy any such damages.

BID SPECIFICATIONS SHEET INSTRUCTIONS

Bidders must complete the provided **Bid Specifications Sheet electronically**. Handwritten documents will not be accepted.

Requirements:

- Include estimated freight and delivery to Park Hill Nutrition Services.
- Submit the worksheet in a modifiable Excel format. PDF files alone will not be accepted.
- Use the embedded formulas to multiply unit cost by quantity, as well as to calculate and display a total bid amount at the bottom of the sheet.

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)

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 ACT

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: **https://www.usda.gov/sites/default/files/documents/ad-3027.pdf**, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted 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; or
2. **fax:**
(833) 256-1665 or (202) 690-7442; or
3. **email:**
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.

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.

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.

SMALLWARE EQUIPMENT OFFICIAL:

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 fully executed Agreement will be provided to the successful Bidder.