



Park Hill School District

Building Successful Futures • Each Student • Every Day

Park Hill Nutrition Services Department
9501 N Seymour Ave
Kansas City, MO 64153
816-359-4090

FROM: Park Hill School District
Nutrition Services Department

DATE: July 23, 2026

RE: Meal Payment Envelopes

The Park Hill Nutrition Services Department is soliciting the following bid:

Lunch Payment Envelopes

- printed on #6-3/4 regular envelope
- 24# white woven
- printed, one side
- black ink
- envelope: 12,500 count – 25 boxes of 500

Sample copy of the front of a previous envelope is included with this bid. We will send original prototypes via email after bid is awarded.

Return the completed bid form and signature page included below by **10:00 am, Thursday, July 30, 2026**. Bids may be emailed to parkhillnutritionservices@parkhill.k12.mo.us, entitled, "Nutrition Services Payment Envelope Bid".

It is the bidder's responsibility to verify the bid is received. Failure to follow any of these instructions will disqualify the offer. Bids received after the date and time specified above will be rejected.

The successful bidder will be notified immediately. We will need the new envelopes delivered to us no later than Thursday, Aug 13, 2026.

If you have any questions, please call me at 816-359-4090.

Notice: The Board of Education is exempt from paying manufacturer excise, floor or sales tax. Tax exemption certificate will be issued when requested.

Attachment: Payment Envelope Sample

BUY AMERICAN PROVISION

The Park Hill School District participates in the National School Lunch Program and School Breakfast Program and is required to use the nonprofit Nutrition Services funds, to the maximum extent practicable, to buy domestic commodities or products for Program meals. A 'domestic commodity or product' is defined as one that is either produced in the U.S. or is processed in the U.S. substantially produced using agricultural commodities produced in the U.S. as provided in 7 CFR 210.21(d)."

Compliance with the Buy American Provision must be documented. Any exceptions must be specifically noted and may be rejected at the discretion of Park Hill School Nutrition Services.

Suppliers must certify the percentage of U.S. content in the products supplied to us. Exceptions to the Buy American provision are very limited; however, an alternative or exception may be approved upon request. To be considered for an alternative or exception, the request must be submitted with the original proposal. After award of bid, exceptions must be requested in writing to the Park Hill Nutrition Services Director a minimum of 7 day(s) in advance of delivery.

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(I) regarding reporting violations to the grantor agency and to the United States Environment Protection Agency Assistant Administrator for the Enforcement.

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 if 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 is 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)

LIMITED LIABILITY INSURANCE

During the term of this contract, the Contractor shall maintain insurance coverage with not less than the type and requirements shown below for the Park Hill School District. Park Hill School District should be listed as an "additional insured" on General Liability Policy.

Such insurance is to be provided at the sole cost of the contractor. These requirements do not establish limits of the contractor's liability and upon awarding of this contract, certified copies of original insurance policies shall be furnished to PHSNS.

- a) Workers' Compensation with Waiver of subrogation to Park Hill Employer's Liability, including all states, and other endorsements, if applicable to the Project. Statutory and Bodily Injury by Accident: \$1,000,000 each accident. Bodily Injury by Disease: \$2,000,000 policy limit, \$300,000 each employee. Park Hill shall be named as "additional insured" on workers' compensation policy.
- b) Commercial General Liability Occurrence Form including, but not limited to, Premises and Operations, Products Liability Broad Form Property Damage, Contractual Liability \$1,000,000; Damage to premises rented to your limit, \$100,000 anyone premises, medical expense limit \$5,000 any one person. Personal and Advertising Injury Liability. \$1,000,000 each occurrence. Limit Bodily Injury and Property Damage Combined \$300,000 Products-Completed Operations General Aggregate Limit \$2,000,000 per Job Aggregate \$1,000,000 Personal and Advertising Injury Limit. Park Hill shall be named as "additional insured" on commercial general liability policy.
- c) Automobile Liability Coverage: \$300,000 Combined Liability Limits per individual, \$2,000,000 per occurrence, Bodily Injury and Property Damage Combined. Park Hill shall be named as "additional insured" on automobile policy.

CIVIL RIGHTS/ ANTI-DISCRIMINATION

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, audiotope, 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
2. **Fax:** (833) 256-1665 or (202) 690-7442 or
3. **Email:** program.intake@usda.gov

This institution is an equal opportunity provider.

**Park Hill School District
Payment Envelope Bid Sheet**

			Cost per Box	Total Cost
Envelopes	25 Boxes	500 Envelopes/Box	\$	\$
		Shipping/Handling		\$
		Total Bid Cost		\$

Vendor Name: _____

Vendor Address: _____

City: _____ **State:** _____ **Zip:** _____

Vendor E-mail Address: _____

Vendor Telephone: _____ **Fax Number:** _____

Authorized Company Official's Name: _____
(Printed)

Signature of Company Official: _____

Date: _____

Bids may be emailed to wolfm@parkhill.k12.mo.us