

**PARK HILL SCHOOL DISTRICT  
NUTRITION SERVICES DEPARTMENT**

8500 NW Riverpark Drive  
Pillar 116  
Parkville, MO 64152  
Phone/Fax 816-359-4090/ 4099

**SEALED BID**

Sealed Bids to be marked

“Compostable 5- Compartment Tray Bid”

Sealed Bid due Wednesday, August 22, 2018 at 10 am

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**ARTICLES AND DESCRIPTION**

Park Hill School District is receiving sealed bid proposals for “Compostable 5-Compartment Trays”, as per the attached specifications to furnish and deliver compostable trays in bulk shipments to the Park Hill School District warehouse. Bids will be accepted at the Nutrition Services Department, 8500 NW Riverpark Drive, Pillar 116, Parkville, Missouri 64152, until 10 am, Wednesday, August 22, 2018, at which time each bid is publicly opened and is made part of public record of the Park Hill School District. It is not the policy of Park Hill School District to purchase on the basis of low bids alone, quality and suitability to purpose being the controlling factors. That being understood the purchaser reserves the right to arrive at such by whatever means he may determine.

Bids must be submitted on the bid sheet form provided in a sealed envelope marked “Compostable 5-Compartment Trays”. No e-mailed or faxed bids will be accepted. **This bid form must be used and all bids are to be signed below. Failure to follow any of these instructions will disqualify the offer.** Deviations in product specification will be considered an alternate bid which must be noted to the district in advance of the bid opening and may be rejected at the discretion of the Park Hill School District.

This Bid is a firm offer which shall be irrevocable and open for acceptance for 45 calendar days from the day set for submission of bids. Park Hill School District reserves the right to accept or reject any or all bids and reserves the right to wave all irregularities and informalities. When no response to bid is made, the vendor is removed from our listing.

Questions regarding this bid should be directed to Susan Weaver at Park Hill School District at (816) 359-4090 or [weavers@parkhill.k12.mo.us](mailto:weavers@parkhill.k12.mo.us)

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**SPECIAL REQUIREMENTS**

1. Bidders are required to read entire bid document. Please pay close attention to the bid that is being submitted.
2. All bidders are required to submit proposals to the address outlined above in a sealed envelope marked, “Compostable 5-Compartment Trays Bid”, by mail or in person only. NO faxed or e-mailed bids can be accepted. It is the bidder’s responsibility to confirm that the bid was received by Park Hill. Bids submitted after the deadline will be disqualified.
3. The Board of Education reserves the right to reject any and all bids. Each bidder is responsible for verifying their bid is received within the time frame specified. Bids received after the bid opening date and time will be rejected.
4. Park Hill School District reserves the right to request samples of the items being offered by the bidders. Requested items must represent the exact quality, quantity and pack size of the item bid and accepted.

5. Bids must be submitted only on the form provided in this bid document. All information must be legible. Any and all corrections and/or erasures must be initialed. All required information must be provided.
6. The following terms and conditions shall prevail unless otherwise modified by the Park Hill School District within this bid document. Park Hill School District reserves the right to reject any bid that may take exception to these terms and conditions.

### **TERMS AND CONDITIONS**

**SCOPE** – This bid is to solicit pricing for compostable trays in bulk shipments to the Park Hill School District warehouse at intervals as requested by Park Hill from August 2018 through July 2019. The terms and pricing are to be guaranteed for that time period.

**CANCELLATION** – Any order issued as a result of this solicitation may be canceled by Park Hill School District without Park Hill School District incurring any penalty with prior written notice.

**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 any addendum issued by Park Hill School District.

**DAMAGES** – The successful bidder will be held responsible and required to make good (at their expense), all damages to persons or property caused by the bidder's employees and/or agents.

**DAMAGED SHIPMENTS** - The following terms and conditions shall prevail unless otherwise modified by the Park Hill School District within this bid document. Damaged goods may be rejected at the discretion of the Park Hill School District.

**NON-EXCLUSIVITY** – This solicitation does not imply the successful bid will have an exclusive contract with Park Hill School District. Park Hill School District has the right to purchase products elsewhere (based on their individual needs), without violating the rights of the successful proposer.

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

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

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### **FELONY CONVICTION NOTIFICATION**

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**“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 require by MO Immigration Law HB1549.**

#### **LOBBYING CERTIFICATION**

Submission of this certification is a prerequisite for making or entering into this transaction 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.

#### **CHILD SUPPORT CERTIFICATION**

As required by Section 231.006, the undersigned certifies the following:

"Under Section 231.006, Family Code, the vendor or applicant certifies that the individual or business entity named in this contract, bid or application is not ineligible to receive the specified grant, loan, or payment, and acknowledges that this contract may be terminated and payment may be withheld if this certification is inaccurate."

#### **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.

### **ENERGY POLICY AND CONSERVATION ACT**

The undersigned affirms this company recognizes mandatory standards and polices related to energy efficiency which are contained in the State Energy Plan issued in compliance with the Energy Policy and Conservation Act (PL 94-165).

### **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)

**Bid Specifications:**

**Approved Brands: Huhtamaki, Primeware or approved equal**

5-compartment disposable serving tray approved options:

Savaday by Chinet Item Stock #21032, Code Name – SLT5SW1

Primeware by Primelink Solutions Item # TL-15-T

Oil, grease and water resistant

Molded fiber or Baggase (Sugarcane)

Dimensions: Approximately 8 1/4"x10 3/8"

FDA food contact approved

BPI Certified

Color to be brown, tan, or white

100% compostable

Case Pack: vendor to specify pack size, shrink-wrapped packaging or cardboard cases

<b>Quantity per Case = _____ Trays</b>	<b>Total Cost per Case, Including Freight:</b>
<b>Full Truckload = _____ Total Cases</b>	\$ _____ case
<b>Half Truckload = _____ Total Cases</b>	\$ _____ case

**Bidder Name:** \_\_\_\_\_

**Bidder Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Bidder E-mail Address:** \_\_\_\_\_

**Bidder Telephone:** \_\_\_\_\_ **Fax Number:** \_\_\_\_\_

**Authorized Company Official's Name:** \_\_\_\_\_

(Printed)

**Signature of Company Official:** \_\_\_\_\_

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

**NO RESPONSE FORM**

**Park Hill School District Compostable 5-Compartment Trays Bid**

Whereas on the \_\_\_\_\_ day of \_\_\_\_\_, 2018

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(print name of company)

has reviewed PHSD solicitation and elects not to submit a proposal:

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Street Address

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City, State, Zip Code

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Telephone/Fax Number

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Name of Authorized Individual

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Signature of Authorized Individual