



Park Hill School District

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

NUTRITION SERVICES SMALLWARES BID FOR 2020-21

ITEMS: Nutrition Services Equipment Smallwares

TYPE OF CONTRACT: Invitation for Bid

PERIOD: Effective July 2020 - June 2021

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

BID TIMELINE: Solicitation Release Date – June 4, 2020
IFB Opening – 9:30 am, June 18, 2020
Evaluation Period – June 18th – 25th
Equipment Delivery Deadline – August 21, 2020

The Park Hill Nutrition Services (PHNS) is accepting sealed bids for nutrition services smallwares for the 2020-21 school year.

Bids must be received by 9:30 am, Thursday, June 18, 2020, at the Park Hill Nutrition Services office, 9501 N Seymour Avenue, Kansas City, MO 64153, at which time 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 electronically completed on the excel spreadsheet provided and submitted on a USB thumb drive.

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.

Line item awards will not be made. A single award will be made to the bidder providing the most competitive overall price that also complies with bid smallwares specifications. Bidders are invited to be present for the public bid opening. The bottom-line bid total will be the only amount presented at the bid opening. Upon identification of the most competitive bid, the final award will be made.

Park Hill will evaluate all bids presented including alternate items submitted. All products must be delivered to the food service office no later than Friday, August 21, 2020. 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 and any alterations after the bid opening will not be allowed.

Please identify your bid by attaching the label provided below "Nutrition Services Smallwares Bid" on the outside of the envelope. Complete the label by typing or writing your company information on the label. No e-mailed or faxed bids will be accepted. It is the responsibility of the bidder to confirm receipt of the bid prior to bid opening date and time.

This Bid is a firm offer which shall be irrevocable and open for acceptance for 60 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 waive all irregularities and informalities. When no response to bid is made, the vendor is removed from our listing.

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

DO NOT OPEN - SEALED IFB - DO NOT OPEN

TITLE: NUTRITION SERVICES EQUIPMENT SMALLWARES BID

BID TO BE PUBLICLY OPENED ON: June 18, 2020 at 9:30 AM CST

FROM:

DELIVER TO:

PARK HILL NUTRITION SERVICES DEPARTMENT
9501 N SEYMOUR AVENUE
KANSAS CITY, MO 64153
ATTN: RONDA MCCULLICK/MELISSA WOLF

SPECIAL REQUIREMENTS

1. Bidders are required to read the entire bid document. Please pay close attention to the bid that is being submitted.
2. Bids must be submitted on the forms provided in this bid document. All equipment costs must be entered in the excel document provided and submitted in the bid packet on a USB Flash Drive. All required information must be provided.
3. 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.
4. Bidder must be geographically located within 225 miles of the Park Hill School District and must take delivery of the product at their facility prior to delivery to the district to verify that the equipment is as specified.

TERMS AND CONDITIONS

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.

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

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

ALTERNATE BID ITEMS - Reference to brand name and catalog numbers are included as a means of fully describing the item and is to be regarded as part of the description. The brand names are not intended to limit competition; however, quality is an important factor in determining items acceptable to PHNS.

When bidding on items from a different manufacturer, please indicate the manufacturer’s name, model number and provide a picture of the item. This alternate bid will be evaluated and may be declined at the discretion of PHNS in order to procure the highest quality products at the most competitive pricing possible.

SCOPE - The intention of this bid is to solicit pricing for Park Hill School District equipment smallwares. Once awarded by the District, this bid pricing and all terms are to remain in place for a minimum period of 10 months from that award date and 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 PHNS and additional smallwares items not specified in this original bid may be procured from them.

BID ITEM ADDITIONS - PHNS will request bid pricing for additional smallwares as needs require throughout the bid period. Pricing provided may be compared to online sources of the same item to assure the most competitive prices are received.

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 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(I) 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, 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

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).

NO RESPONSE FORM

Park Hill School District – Smallwares Bid

Whereas on the _____ day of _____, 2020

(print name of company)

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

Street Address

City, State, Zip Code

Telephone/Fax Number

Name of Authorized Individual

Signature of Authorized Individual