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# Park Hill School District

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Building Successful Futures • Each Student • Every Day

## **BREAD BID FOR 2016 - 17**

PARK HILL SCHOOL DISTRICT  
Food Service Department  
8500 NW Riverpark Dr Pillar 116  
Parkville, MO 64152

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### **ARTICLES AND DESCRIPTION**

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Park Hill School District is receiving sealed bid proposals for “Bread Products”, as per the attached specifications to furnish and deliver to 5 secondary, 1 early childhood center, 1 day school and 10 elementary school locations for the 2016/17 school year. Bids will be accepted at the Food Service Department Office, 8500 NW Riverpark Drive, Pillar 116, Parkville, Missouri 64152, until 9:00 am, Tuesday, April 26th, 2016, 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 a bid sheet form provided as “Bread Pricing Worksheet”. Deviations in product, size, or package quantities will be considered an alternate bid which must be noted and may be rejected at the discretion of the Park Hill School District. **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.**

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 waive all irregularities and informalities. When no response to bid is made, the vendor may be 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 on the cover sheet in a sealed envelope marked, "Bread Bid" or in person.
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. **Full nutritional information as outlined must be provided with bid pricing for the bid to be accepted.**
7. 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**

**BUY AMERICAN STANDARDS** – The successful bidder shall meet the "Buy American" standards as defined in the Child Nutrition Reauthorization Act of 1998. School districts participating in the National School Lunch Program (NSLP) and in the contiguous United States are required to purchase for this program, to the maximum extent practicable, domestic commodities or products. The term "domestic food commodity or product" means agricultural commodities produced in the U.S. and food products processed in the U.S. substantially using agricultural commodities comes from American-produced products.

**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.

**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.

**CONTRACT TERM** - The contract shall be effective from July 1, 2016 through June 30, 2017.

**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. Park Hill School District reserves the right to reject any order that may take exception to these terms and conditions.

**DELIVERY** – The successful bidder will be required to provide all the necessary labor, equipment, and delivery vehicles necessary to perform inside deliveries of Bread Products to all schools within the district.

**NEW PRODUCTS** – The Park Hill School District reserves the right to add new products for the contract period.

**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.

**PRODUCT CHANGES** – If product specifications change and/or pack sizes change prior to or during the contractual period, it is the responsibility of the contractor to notify the Park Hill School District’s Food Service office in writing immediately and in advance of the change.

**PRODUCT RECALL** - If a product recall is instituted on an item that has been furnished and delivered to Park Hill School District, the contractor will immediately notify both verbally and in writing Park Hill School District’s Food Service office with all pertinent information related to the recall. Contractor will be responsible for all cost associated with replacement product, shipping charges, and/or product credit. Park Hill School District’s Food Service office will make the final decision whether a product needs to be credited or replaced.

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

**QUALITY** – All products delivered will be of first quality, premium grade with a minimum 7 day shelf life for perishable products.

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

**SCOPE** - The intention of this bid is to solicit bids for Park Hill School District. Inability to provide bid pricing on all products listed will not disqualify a bidder.

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

**ORDERING PROCEDURES** – Bread orders must be delivered to designated areas inside each building. Damaged, stale, or incorrect orders must be replaced or credit issued. Refer to attachment for delivery sites, addresses and delivery days. Deliveries of bread products must be made before 7:00 AM on days designated for each school as listed on the enclosed directory.

**BID TERMINATION** - This contract may be terminated at any time, on 30 days written notice, upon the mutual agreement of all parties, or in a shorter period of time, if the terms of the contract are violated in any way.

**BID RENEWAL -**

It is specifically understood and agreed that the contract shall be renewable for three additional successive one-year terms from July 1 through June 30<sup>th</sup>. The supplier must provide Park Hill School District Food Service department with pricing changes by April 15<sup>th</sup> of each renewable year. If Park Hill does not receive price adjustment information by that date, then it is understood that the current year's pricing will remain in effect for the following calendar year. The Park Hill School District may terminate the contract at the end of each contract period (June 2017, 2018, 2019) by providing written notice to the supplier on or before June 30<sup>th</sup>. Written notice of termination may also be initiated at any time by either party for failure to uphold the terms of the contract.

<b>Bread Product Description</b>	<b>Required Weight/ Unit</b>	<b>Pack Size</b>	<b>Price Per Unit</b>	<b>Price Per Package</b>	<b>Alternate Bid Consideration</b>
<b>White Whole Wheat Sandwich Loaf</b> Minimum 8 grms whole grain	1 oz per slice				
<b>White Whole Wheat Hamburger Bun</b> Minimum 12 gms whole grain	1.5 oz bun				
<b>White Whole Wheat Hamburger Bun</b> Minimum 16 gms whole grain	2 oz bun				
<b>White Whole Wheat Hot Dog Bun</b> Minimum 12 gms whole grain	1.5 oz bun				
<b>White Whole Wheat Hot Dog Bun</b> Minimum 16 gms whole grain	2 oz bun				
<b>White Whole Wheat Slider Bun</b> Minimum 8 gms whole grain	1.3 oz bun				
<b>White Whole Wheat Hoagie Bun</b> Minimum 16 gms whole grain	2 oz bun				
<b>White Whole Wheat Breadstick – 7”</b> Minimum 12 gms whole grain	1.5 oz brdstk				
<b>Gluten Free Sandwich Loaf</b>	1 oz per slice				
<b>*Ciabatta Bun – 4.5”</b>	2.0 oz bun				
<b>All products must contain 51% whole grain and/or enriched flours as indicated. Nutritional information, a grain equivalency statement and an ingredient listing for all products must be provided for the bid to be considered. *Will consider white flour if whole grain rich is not available.</b>					

**Bakery Name** \_\_\_\_\_

**Address** \_\_\_\_\_

**City/State** \_\_\_\_\_

**Telephone** \_\_\_\_\_

\_\_\_\_\_  
**Representative Signature**

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