

**PARK HILL SCHOOL DISTRICT
FOOD SERVICE 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 on Wednesday, May 10, 2017 at 10 am

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 Food Service Department Office, 8500 NW Riverpark Drive, Pillar 116, Parkville, Missouri 64152, until 10 am, Wednesday, May 10, 2017, 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

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, “Compostable 5-Compartment Trays Bid”, by mail or in person only. NO faxed or e-mailed bids can be accepted.
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 2017 through July 2018. 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.

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 require by MO Immigration Law HB1549.

Bid Specifications:

Approved Brands: Huhtamaki or approved equal

5-compartment disposable serving tray

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

Oil, grease and water resistant

Molded fiber

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

FDA food contact approved

Color to be brown, tan, or white

100% compostable

Case Pack: 240 or approved equal, shrink-wrapped packaging or cardboard cases

Quantity per Case = _____ Trays	Total Cost per Case, Including Freight:
Full Truckload = _____ Total Cases	\$ _____ case
Half Truckload = _____ Total Cases	\$ _____ 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 _____, 2017

(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