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# Park Hill School District

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Building Successful Futures • Each Student • Every Day

## **BREAD BID FOR 2017-18**

PARK HILL SCHOOL DISTRICT  
Nutrition Services 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 soliciting sealed bid proposals for “Bread Products”, as per the attached specifications to furnish and deliver to 6 secondary, 1 early childhood center, 1 day school and 10 elementary school locations for the 2018-19 school year. Bids will be accepted at the Nutrition Services Department Office, 8500 NW Riverpark Drive, Pillar 116, Parkville, Missouri 64152, until 9:00 am, Wednesday, April 25, 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 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 or in person in a sealed envelope marked, “Bread Bid”.
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 PROVISION**

The Park Hill School District participates in the National School Lunch Program and School Breakfast Program and is required to use the nonprofit food service 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 using agricultural commodities that are produced in the U.S. as provided in 7 CFR 210.21(d).” Compliance with the Buy American Provision must be documented on the bid sheet. Any exceptions must be specifically noted and may be rejected at the discretion of Park Hill Nutrition Services.

“Exceptions to the Buy American provision are very limited; however, an alternative or exception may be approved upon request. The successful proposer is responsible to communicate product changes to Park Hill that result in a product no longer meeting Buy American standard throughout the duration of the contract.

To be considered for an alternative or exception, the request must be submitted in writing to the Park Hill Nutrition Services Director, Ronda McCullick, a minimum of 7 day (s) in advance of delivery. The request must include the:

Alternative substitute(s) that are domestic and meet the required specifications:  
Price of the domestic food alternative substitute(s);  
Availability of the domestic alternative substitute(s) in relation to the quantity ordered.

Reason for exception:

- limited/lack of availability
- price (include price):
- Price of the domestic food product; and
- Price of the non-domestic product that meets the required specification of the domestic product.”

**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 firm contract pricing provided in this solicitation shall be effective from July 1, 2018 through June 30, 2019.

**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. Park Hill Nutrition Services reserves the right to add additional delivery sites to this contract as new school locations are opened.

**NEW PRODUCTS** – The Park Hill Nutrition Services 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 Nutrition 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 Nutrition 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 (2019-20, 2020-21, 2021-22). The supplier must provide Park Hill School District Nutrition Services 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.

An overall cost increase of greater than 3.5% annually or greater than 7% in a two-year period will require a new bid to be issued for the next contract period.

The Park Hill School District may terminate the contract at the end of each contract period by providing written notice to the supplier on or before June 30. Written notice of termination may also be initiated at any time by either party for failure to uphold the terms of the contract.

Bread Product Description	Required Weight/ Unit	Pack Size	Price Per Unit	Price Per Package	Complies w/ Buy American Provision	Alternate Bid Consideration
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<b>White Whole Wheat Sandwich Loaf</b> Minimum 8 grms whole grain	1 oz per slice				Yes/No	
<b>White Whole Wheat Hamburger Bun</b> Minimum 12 gms whole grain	1.5 oz bun				Yes/No	
<b>White Whole Wheat Hamburger Bun</b> Minimum 16 gms whole grain	2 oz bun				Yes/No	
<b>White Whole Wheat Hotdog Bun</b> Minimum 12 gms whole grain	1.5 oz bun				Yes/No	
<b>White Whole Wheat Hotdog Bun</b> Minimum 16 gms whole grain	2 oz bun				Yes/No	
<b>White Whole Wheat Slider Bun</b> Minimum 8 gms whole grain	1.3 oz bun				Yes/No	
<b>White Whole Wheat Hoagie Bun</b> Minimum 16 gms whole grain	2 oz bun				Yes/No	
<b>White Whole Wheat Breadstick – 7”</b> Minimum 12 gms whole grain	1.5 oz brdstk				Yes/No	
<b>Gluten Free Sandwich Loaf</b>	1 oz per slice				Yes/No	
<b>Gluten Free Hamburger Bun</b>	2.8 oz bun				Yes/No	
<b>Gluten Free Hot Dog Bun</b>	2.4 oz bun				Yes/No	
<b>*Ciabatta Bun – 4.5”</b>	2.0 oz bun				Yes/No	
<b>Rustic Oval Panini Bread</b>	2.1 oz slice				Yes/No	
<b>Sour Pillow Panini Bread</b>	2.6 oz slice				Yes/No	
<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 enriched white flour if whole grain rich is not available.</b>						

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

Address \_\_\_\_\_

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

Telephone \_\_\_\_\_

Representative's Name: \_\_\_\_\_

\_\_\_\_\_  
Representative's Signature

\_\_\_\_\_  
Date