



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

**SMALL EQUIPMENT BID FOR 2016-17**

The Park Hill School District is accepting sealed bids for small equipment for the 2016-17 school year. **Bids must be received by 10:00 am, Tuesday, May 10, 2016, at the Park Hill Food Service office, 8500 NW Riverpark Dr, Pillar 116, Parkville, MO 64152**, at which time the 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 will be awarded within six days of the bid opening. Line item awards will not be made. A single award will be made to the bidder providing the most competitive overall bid. All products must be delivered to the food service office no later than **Tuesday, July 26, 2016**. Failure to deliver awarded products by July 26<sup>th</sup> may disqualify the company from future bid opportunities with the Park Hill School District.

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. When bidding on items from a different manufacturer, please indicate the manufacturer name and model number.

**Bidders are responsible for the accuracy of all prices quoted on this bid and any alterations after the bid opening will not be allowed.**

All bids must include freight delivery to the Park Hill Food Service office. Bid pricing will remain in effect for a minimum of 60 days following bid award.

Please identify your bid by writing "Food Service Small Equipment Bid" on the outside of the envelope. **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 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 is removed from our listing.

Questions concerning the product listing may be directed to Rene Lee, Food Service Operations Coordinator, at 816-359-4090, or [leere@parkhill.k12.mo.us](mailto:leere@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. 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.
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.

## 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.

**SCOPE** - The intention of this bid is to solicit bids for Park Hill School District smallwares.

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

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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 required by MO Immigration Law HB1549.**