



Invitation for Bid

16TH Judicial Circuit Court of Missouri
Family Court Division
Office of the Purchasing Department
625 East 26th Street
Kansas City, Missouri 64108
Phone: (816) 435-4780/Fax: (816) 435-8039
<http://www.16thcircuit.org/family-court-bids>



Selvaraj Thangaveloo
Senior Purchasing Agent

Phone: (816) 881-1309
E-Mail: Selvaraj.thangaveloo@courts.mo.gov

Hygiene Supplies Bid Number: 10008530

The purpose of this Invitation for Bid, herein referred to as ("bid") is to seek competition among competitors and to establish and award a fixed price contract for providing Hygiene Supplies to the Jackson County Family Court, herein referred to as the ("Family Court").

The awarded contract shall be between the Family Court, and the undersigned, herein referred to as the ("Supplier"), collectively referred to as the "parties".

The term "offer" as used herein refers to the supplier's offer made in response to this bid. Bids are made upon, and are subject to the subsequent listed conditions and any addendums issued. Upon acceptance by the Family Court, a supplier's bid response and acceptance of the bid contract award letter issued to supplier shall constitute the contract for providing the Medical Supplies as described in this bid in strict conformity with the contract instrument, thus eliminating the need for a formal signed contract.

Bid issue date: Tuesday, May 27, 2025

Bid closes: Tuesday, June 17, 2025 @ 9:55 A. M. Local Time (Central)
Bids MUST be submitted prior to the closing date and time to be eligible for consideration. Bids will be publicly opened and read at 10:00 AM Local Time (Central). Bids received after the deadline designated shall not be considered.

Contract term: July 1, 2025 through June 30, 2028

Contract renewal: Possible three (3) one-year periods at the discretion of the Family Court

All bids submitted in response to this invitation for bid shall become the property of the Family Court and will be a matter of public record available for review under the guidelines of any applicable Federal Freedom of Information Act or Missouri "Sunshine Law".

For all questions regarding this bid contact Neil Struchtemeyer at (816) 881-1309 or by e-mail to selvaraj.thangaveloo@courts.mo.gov.

From the date this IFB is issued until an award is made, **absolutely no communication with department staff is allowed!** If communication is required between potential suppliers and individuals employed by the court regarding this IFB it is restricted to written communication with the senior purchasing agent.

Timeline schedule:

Bid issue date	Tuesday, May 27, 2025
Bid due date	Tuesday, June 17, 2025 @ 9:55 A. M. Local Time (Central)
Bid evaluation	June 17 through June 20, 2025
Award date	Wednesday, June 25, 2025 or before
Contract term	July 1, 2025 through June 31, 2028 with possible three (3) one-year renewal periods

Note: If needed, this timeline may change but the Family Court will make every effort to stay within this schedule.

Preparation of bids: The bid shall be legibly printed in ink or typed. The bid shall be legally signed and shall include the complete address of the bidder.

If a unit price or extension already entered is to be altered, it shall be crossed out and initialed in ink by the bidder.

The Family Court is exempt from Federal Tax Exempt Number 43-91-0217K and Missouri State Sales Tax Exempt Sec. 39 [10] Article 3, Missouri Constitution; Missouri Tax I.D. 12495671, and **such taxes shall not be included** in bid prices. A Sales and Use Tax Exemption letter will be provided upon request.

All bids must be signed by an individual authorized to bind the bidder. The individual signing certifies, under penalty of perjury, that he or she has legal authorization to bind the bidder. By signing the Offer to Contract/Signature Page, bidder certifies: The submission of the offer did not involve collusion or other anti-competitive practices. The bidder has not given, offered to give, nor intends to give at any time hereafter, any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant in connection with the submitted offer.

Unless otherwise stated by the bidder, the bid shall be considered as being in accordance with Family Court's applicable standard specifications, and any special specifications outlined in the bid document.

A responsive bid shall substantially conform to the requirements of this Invitation For Bid and/or specifications contained herein. Bidders who substitute any other terms, conditions, specifications and/or requirements or who qualify their bids in such a manner as to nullify or limit their liability to the contracting entity shall have their bids deemed non-responsive. Also, bids containing any clause that would limit contracting authority shall be considered non-responsive. Examples of non-responsive bids include but shall not be limited to: a) bids that fail to conform to required delivery schedules as set forth in the bid request; b) bids with prices qualified in such a manner that the bid price cannot be determined, such as with vague wording that may include "price in effect at the time of delivery," and c) bids made contingent upon award of other bids currently under consideration.

Bid submission: Bids will be submitted to the below **address** until date and time specified herein. Bids will publicly opened, read, reviewed and tabulated by the Senior Purchasing Agent at **10:00 AM** local time (Central). **Bids received after 9:55 AM-CST on Tuesday, June 17, 2025 shall not be considered.**

Submit by mail or messenger to the following address:

Jackson County Family Court
Purchasing Department
625 E. 26th Street
Kansas City, Missouri 64108

Bid proposal must be signed in ink by the bidder and all pricing shall be made in ink or by typewriter. Erasures or alterations must be initialed by the bidder in ink. All Bids shall be tightly sealed in an envelope and plainly marked **Bid 10008530 – Hygiene Supplies**, with date and time of bid opening, and the bidder's name and address. **Telephone, faxed or e-mailed bids will not be accepted!**

If not submitting a bid, please complete the **Statement of No Bid** and fax back to (816) 435-8039.

By submitting a bid you offer to enter into the proposed contract and your offer is not revocable for ninety (90) days following the response deadline indicated herein.

Bids may be withdrawn in person by a bidder or authorized representative, provided their identity is made known and a receipt is signed for the bid, but only if the withdrawal is made prior to the time set for receipt of bids. Bids are an irrevocable offer and may not be withdrawn within 90 days after opening date.

Bidders are invited to be present at the opening of bids. After the official opening of bids, the amount of time necessary for bid evaluation may vary and is determined solely by the Senior Purchasing Agent. Normally a period of not less than one week is necessary. Following the bid evaluation, all bids submitted are available for public review.

Bid evaluation and contract award: In awarding the contract; the bid award will be based on the most responsive and responsible bidder offering the best perceived pricing as deemed by the Family Court. (NO Split Awards).

To be considered for award, bidder must at least: have the ability to obtain adequate financial resources, be able to comply with required or proposed delivery schedule, have a satisfactory record of performance; have a satisfactory record of integrity and ethics, and be otherwise qualified and eligible to receive award.

Family Court Purchasing reserves the right to reject all or parts of bids, to waive technical defects in bids, and to select the bid deemed most advantageous to the Family Court.

The contract award will be made no later than **Wednesday, June 25, 2025** by means of an Award Letter.

Only awarded supplier will be notified. Bidders may send email to selvaraj.thangaveloo@courts.mo.gov any time after Wednesday, June 25, 2025 to get bid award results.

Tie bid: In the event of a tie bid, the senior purchasing agent will write the tie bidders' names on separate pieces of paper. The names will then be placed in an empty box and a designated employee will draw a name from the box without examining the contents of the box. Three witnesses must be in attendance. The name drawn will then become the awarded supplier. The purchasing official and the witnesses shall document and attest to the results. Bidders may be in attendance at the drawing.

Protest of award: Any protest concerning the award of a contract shall be decided by the Budget and Fiscal Operations Officer after consultation with Legal Counsel. Protests shall be in writing to the Office of the Purchasing Department and shall be filed within three (3) business days of final approval and acceptance of the bid by the Purchasing Department. The written protest shall include the name and address of the protestor, the bid number, a statement of the specific reasons for the protest and supporting exhibits. A protest is considered filed when all requested information is received by the Office of the Purchasing Department along with the required cashier's check or bond. The Budget and Fiscal Operations Officer will respond to the written protest within fourteen (14) days. The Budget and Fiscal Operations Officer's decision relative to the protest shall be final, no further appeals will be recognized.

Upon receipt of a protest the Family Court may, but is not required to, delay its award of said contract. The protesting bidder is required to submit a bond by cashier's check.

The submission of the cashier's check will be as follows: 1% Percent of the value of the solicitation, but in no case less than five hundred dollars (\$500.00) or to exceed five thousand dollars. This bond shall be a US postal service money order or a certified cashier's check made payable to the Jackson County Family Court. Money will be refunded to the submitting bidder only if the protest is found to be in their favor.

Statement of No Bid

We, the undersigned, have declined to submit a bid in response to this Invitation For Bid for the following reason(s):

- ☐ Specifications too "tight", i.e., geared toward one brand or supplier.
- ☐ Insufficient time to respond to the bid.
- ☐ We do not offer this product or service.
- ☐ Our schedule would not permit us to perform.
- ☐ We are unable to meet specifications.
- ☐ We are unable to meet bond requirements.
- ☐ Specifications are not clear (explain in REMARKS below).
- ☐ We are unable to meet insurance requirements.
- ☐ Remove us from your list for this commodity or service.
- ☐ Other (explain in REMARKS below).

REMARKS _____

Company Name: _____










Signature: _____









Telephone: _____

Date: _____

Note: If you are not submitting a bid, please fax this form to (816) 435-8039, otherwise disregard and submit the required submittal pages marked "Return Page".

Specifications (Minimum)

Bid Item No.	Item Picture (for reference)	Item Description
1		Dove Beauty Cream Bar [NO SUBSTITUTION]; Individually wrapped, 3.17 oz.
2		Toothpaste, Cavity fighting, Fluoride protection, Animal fat-free, White paste, All plastic tubing, 1.50 oz. tube
3		Toothbrush, Full-size, Nylon-bristle brushes, 50-tuft, Medium, Individually boxed
4		Shampoo, VO5 Island Coconut Moisturizing, 15 oz., Plastic container, [NO SUBSTITUTION]
5		Conditioner, VO5 Island Coconut Moisturizing, 15 oz., Plastic container, [NO SUBSTITUTION]
6		Pocket Comb, 5-inch, Black plastic
7		Sanitary Napkins, Regular with Wings, Beltless with adhesive strips, Powder-free, Individually wrapped
8		Sanitary Napkins, Beltless, Powder-free maxi pads with adhesive strips, Individually wrapped
9		Tampons, Regular absorbency, Cardboard applicator, Individually wrapped
10		Mouthwash, Alcohol free, 4 oz., Plastic container

Bid Item No.	Item Picture (for reference)	Item Description
11		Tampons, Super absorbency, Cardboard applicator, Individually wrapped
12		Hair Dress Conditioner, Blue Magic [NO SUBSTITUTION], 4 oz., Plastic tub, Mfg. by J. Strickland & Co
13		Deodorant, Degree for Women, 0.5 oz., Twist Stick Antiperspirant and deodorant, [NO SUBSTITUTION],
14		Hair Brush, 8-inch, Standard, Nylon bristles
15		Hair Pick, Afro, 5-inch length, Black plastic
16		Toothbrush Cap, Sanitary, One-piece plastic cap, Push on/pull off style, Vented for drying
17		Razor, Maximum Security, Clear razor head and handle, Removable safety cap
18		Shaving Cream, 1.5 oz., Alcohol-free foaming aerosol shave cream, Latex free, No animal bi-products

1.0 Scope of service

1.1 This bid document [upon award] shall constitute a fixed price term and supply contract between the Family Court and the supplier, collectively referred to as the "parties" for the selling and delivery of **Hygiene (personal Care) Supplies**. The term "offer" as used herein refers to the supplier's offer made in response to this Invitation for Bid.

1.1.1 The contract term will begin on **July 1, 2025** and end on **June 30, 2028** with a possible three (3) one-year renewal periods and shall be assigned Bid Contract Number 3207102725.

1.1.2 This contract shall be an open account (pay by invoice account) and billed accordingly. The Family Court Purchasing Department shall issue a purchase order as a means to encumber funds and to place the order for **Hygiene (personal Care) Supplies**.

1.1.3 The supplier shall provide **Hygiene (personal Care) Supplies** on an as needed basis. No minimum orders shall be required to be placed!

1.1.3.1 As part of the contract, the supplier must be able to provide a secure web-site catalog tool with the Family Court's specific core item pricing. Supplier should also provide training on their web-site usage to the Family Court's Purchasing Department staff as required. The supplier's web-site should have the ability for purchasing staff to place orders, when needed, at the current core item pricing. Also the courts shall have the ability to place orders via emails or faxes to assigned account representative.

1.1.4 The supplier agrees, upon written notice from the Family Court, to promptly and without charge, make corrections and/or replacement to the satisfaction of the Family Court, on any or all defective **Hygiene (personal Care) Supplies**.

1.1.5 The contract shall be in accordance with the terms, conditions and specifications set forth in this solicitation and the parties agree as follows in consideration of the mutual covenants contained herein.

1.2 If the supplier fails to deliver an order, the supplier shall take corrective action by either arranging a special delivery or by arranging for delivery by another supplier. The supplier shall assume any additional costs between the price of the originally ordered items and the price from the alternate supplier.

1.3 The supplier is responsible for notifying the Family Court Purchasing Department at (816) 435-4780 if delivery cannot be made within a reasonable amount of time. The Family Court reserves the right to cancel all or any part of an order if the shipment is not made as promised.

1.4 The supplier must guarantee delivery to the Family Court regardless of any organized work stoppages.

2.0 Delivery terms or requirements

2.1 All items shall be delivered F.O.B. (**No freight charges or fuel surcharges allowed as separate line items**) to the Family Court's Receiving Department as indicated herein [Family Court doesn't have a dock]:

**Jackson County Family Court
Warehouse - West Side Receiving Doors
625 E. 26th Street
Kansas City, Missouri 64108**

2.2 The Family Court's delivery hours are 8:00 a.m. to 11:30 a.m. and 1:30 p.m. to 4:00 p.m. Monday through Friday, except on the following observed holidays. New Year's Day, Martin Luther King, Jr. Day, Lincoln Day (observed), Washington's Birthday, Truman Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Columbus Day, Veterans Day (observed), Thanksgiving Day, Christmas Day

Company name

Print name

Authorized signature

Date

Return Page

2.3 The Family Court has no obligation to accept damaged shipments and reserves the right to return, at the supplier's expense damaged merchandise even though damage was not apparent (**concealed**) or discovered until after the receipt of the items.

2.4 Family Court requires that deliveries be made within **14 Business Days** after receipt of order. If order cannot be delivered within said time frame, the supplier shall notify the purchasing department with revised delivery date.

2.5 Supplier at time of delivery shall provide a delivery ticket (packing slip) or invoice to be signed by a designated Family Court employee. Family Court gives each of its employees an employee identification card having thereon a photograph of the employee.

2.5.1 The Family Court will not pay for any goods and/or services delivered by the supplier to any persons who did not present to the supplier at the time of delivery their Family Court Identification Card and who were not authorized to receive delivery.

2.5.1.1 This signature shall only indicate that the order has been received, but will not indicate that the delivery ticket or invoice has been reconciled to the actual items delivered. The reconciliation shall occur by the next day and any deviations will be reported to the Family Court's account representative, who will then issue a credit memo(s) for any incorrect charges and arrange for the return of any shipping errors or deficient products.

2.5.2 The Family Court reserves the right to refuse making payment on any unsigned delivery ticket.

3.0 Pricing structure

3.1 **Prices** shall be stated as the Supplier's Selling Unit Price and shall include shipping and any fuel surcharges in the unit pricing with **no minimum order placement required**. Prices shall remain firm and fixed during the first year of the contract with an allowable increase in price for the second and third year and any subsequent renewal periods as defined in **section 3.1.3**. Prices shall remain firm and fixed for each year of the contract and any renewal period.

3.1.1 However; if at any time during the contract term a price increase is warranted **due to market conditions**, then the supplier may request an increase in pricing. Request **must be** accompanied by documentation as to why the increase is necessary.

3.1.2 The Family Court reserves the right to accept or reject any or all price increases as it deems to be in the best interest of the Court. **Any decrease in item pricing is allowed at any time**. By affixing their authorized signature, the supplier hereby acknowledges and agrees to this right.

3.1.3 During the second and third year of contract and any renewal periods, price increases shall be allowed with an across-the-board increase of no more than 10 percent. However; if at any time due to market conditions during the contract to include any renewal period refer back to Section 3.1.1.

3.2 The Family Court shall not be required to place minimum orders, so base your price on this fact. **Regardless of the quantity of the order placed, all shipping and fuel surcharges shall be included in the unit price.**

3.3 A possibility could exist that an item may be added or deleted as necessary. If an item is added, Family Court's Purchasing Agent will require a quote from supplier for said new item and that quote will become a firm fixed price per the term of the contract. If an item is deleted, Family Court shall not be liable for any future purchase of said item

3.4 The supplier further agrees, upon notice from the Family Court, to promptly and without charge make corrections and/or replacement to the satisfaction of the Family Court on any or all defective **Hygiene (personal Care) Supplies**.

3.5 **Pricing:** The quantities shown are estimated usage quantities based on prior years usage. The Family Court may or may not exceed these amounts during the contract period. **No minimum ordering required!**

Company name

Print name

Authorized signature

Date

Return Page

3.6 Please list under the column headed as **# of Pieces in Supplier's Selling Unit** the number of items in the Supplier's Selling Unit. For example: Say stock number 30001 – Dove Soap has 144 bars per case and the selling price is \$108.00 per case. **Under Supplier's Selling Unit, you would list Case. Under # of Pieces in Supplier's Selling Unit, you would list 144. Under Supplier's Selling Unit Price, you would list \$108.00.**

3.7 Pricing Table as follows from **July 1, 2025 to June 30, 2026:**

Bid Item No.	FC Stk No.	FC Unit of Issue	FC Est Yearly Usage	Item Description	Supplier's Selling Unit, e.g. Each, Case, Box, Tube, Etc.	# of Pieces in Supplier's Selling Unit	Supplier's Selling Unit Price	Supplier's Ordering Number
1	30001	Each	1,800	Dove Beauty Cream Bar [NO SUBSTITUTION]; Individually wrapped, 3.17 oz.	_____	_____	\$ _____	_____
2	30003	Each	1,200	Toothpaste, Cavity fighting, Fluoride protection, Animal fat-free, White paste, All plastic tubing, 1.50 oz. tube	_____	_____	\$ _____	_____
3	30004	Each	1,300	Toothbrush, Full-size, Nylon-bristle brushes, 50-tuft, Medium, Individually boxed	_____	_____	\$ _____	_____
4	30005	Each	300	Shampoo, VO5 Island Coconut Moisturizing, 15 oz., Plastic container, [NO SUBSTITUTION]	_____	_____	\$ _____	_____
5	30006	Each	220	Conditioner, VO5 Island Coconut Moisturizing, 15 oz., Plastic container, [NO SUBSTITUTION]	_____	_____	\$ _____	_____
6	30007	Each	606	Pocket Comb, 5-inch, Black plastic	_____	_____	\$ _____	_____
7	30008	Each	308	Sanitary Napkins, Regular with Wings, Beltless with adhesive strips, Powder-free, Individually wrapped	_____	_____	\$ _____	_____
8	30010	Each	1,000	Sanitary Napkins, Beltless, Powder-free maxi pads w/adhesive strips, Individually wrapped	_____	_____	\$ _____	_____
9	30011	Each	200	Tampons, Regular absorbency, Cardboard applicator, Individually wrapped	_____	_____	\$ _____	_____
10	30013	Each	1,800	Mouthwash, Alcohol free, 4 oz., Plastic container	_____	_____	\$ _____	_____
11	30014	Each	250	Tampons, Super absorbency, Cardboard applicator, Individually wrapped	_____	_____	\$ _____	_____
12	30015	Each	110	Hair Dress Conditioner, Blue Magic [NO SUBSTITUTION], 4 oz., Plastic tub, Mfg. by J. Strickland & Co	_____	_____	\$ _____	_____

Company name _____

Print name _____

Authorized signature _____

Date _____

Return Page

Bid Item No.	FC Stk No.	FC Unit of Issue	FC Est Yearly Usage	Item Description	Supplier's Selling Unit, e.g. Each, Case, Box, Tube, Etc.	# of Pieces in Supplier's Selling Unit	Supplier's Selling Unit Price	Supplier's Ordering Number
13	30017	Each	2,000	Deodorant, Degree for Women, 0.5 oz., Twist Stick Antiperspirant and deodorant, [NO SUBSTITUTION],	_____	_____	\$ _____	_____
14	30018	Each	200	Hair Brush, 8-inch, Standard, Nylon bristles	_____	_____	\$ _____	_____
15	30019	Each	450	Hair Pick, Afro, 5-inch length, Black plastic	_____	_____	\$ _____	_____
16	30020	Each	870	Toothbrush Cap, Sanitary, One-piece plastic cap, Push on/pull off style, Vented for drying	_____	_____	\$ _____	_____
17		Each		Razor, Maximum Security, Clear razor head and handle, Removable safety cap	_____	_____	\$ _____	_____
18		Each		Shaving Cream, 1.5 oz., Alcohol-free foaming aerosol shave cream, Latex free, No animal bi-products	_____	_____	\$ _____	_____

3.7.1 2nd Year pricing from **July 1, 2026** to **June 30, 2027** at the following price increase.

_____ Percent (maximum 10% allowed).

3.7.2 3rd Year pricing from **July 1, 2027** to **June 30, 2028** at the following price increase.

_____ Percent (maximum 10% allowed).

3.7.3 ☐ I agree ☐ I decline ~ to renew for an additional 12 month term from **July 1, 2028** to **June 30, 2029** at the following price increase. _____ Percent (maximum 10% allowed).

3.7.4 ☐ I agree ☐ I decline ~ to renew for an additional 12 month term from **July 1, 2029** to **June 30, 2030** at the following price increase. _____ Percent (maximum 10% allowed).

3.7.5 ☐ I agree ☐ I decline ~ to renew for an additional 12 month term from **July 1, 2030** to **June 30, 2031** at the following price increase. _____ Percent (maximum 10% allowed).

4.0 Billing

4.1 The supplier shall submit invoice(s), in accordance with the price as stated under Section 4.0 of this bid document to the following address for approval and payment. Invoices shall show a description for each item invoiced.

Jackson County Family Court
Accounting Department
625 E. 26th Street
Kansas City, Missouri 64108
(816) 435-4786

 Company name

 Print name

 Authorized signature

 Date

Return Page

4.2 As an alternative to mailing the invoice, supplier may submit invoice to the following email address: accountspayable@courts.mo.gov Payment(s) will be made within 30 business days (Not calendar days) after approval of invoice(s). No late payment fees shall apply.

4.3 Questions pertaining to payment for the Family Court shall be directed to the Accounts Payable Clerk at (816) 435-4786.

5.0 General conditions and terms of contract

5.1 Bids are made upon, and are subject to the subsequent listed conditions and any addendums issued. Upon acceptance by the Family Court, a supplier's bid response and acceptance by the Family Court upon issuance of an award letter shall constitute the contract for providing the **Hygiene (personal Care) Supplies** as described in this bid in strict conformity with the contract instrument, thus eliminating the need for a formal signed contract.

5.2 Any interpretations, corrections or changes to the specifications or terms will be made by an addendum no later than forty-eight (48) hours prior to the bid opening. Addendum(s) will be distributed to all known recipients of bid documents. Supplier(s) shall acknowledge receipt of all addendum(s) with submission of bid.

5.3 The term and supply contract will be awarded to the most responsible, responsive supplier whose bid, conforming to the solicitation, will be most advantageous to the Family Court with regards to lowest and best bid. Family Court reserves the right to be the sole judge as to whether items bid will serve the purpose intended. The Family Court reserves the right to accept or reject in part or in whole any bid submitted, and to waive any technicalities or informalities for the best interest of the Family Court.

5.4 Design, strength, and quality of products must conform to the highest standards of manufacturing and engineering practices. The apparent silence of specifications as to any detailed description concerning any point shall be regarded as meaning that only the best commercial practices are to prevail. All interpretations of these specifications shall be made on the basis of this statement.

5.5 **Samples** of products being bid maybe required at any time. If requested, the samples must be furnished free of charge, including freight and/or applicable fuel surcharges.

5.6 The supplier shall understand and agree that the Family Court cannot save and hold harmless and/or indemnify the supplier against any liability incurred or arising as a result of any activity of the supplier related to the supplier's performance under the contract. Therefore, the supplier must acquire and maintain adequate liability insurance in the form(s) and amount(s) sufficient to protect the Family Court, its agencies, its employees, its clients, and the general public against any such loss, damage and/or expense related to his/her performance under the contract. Liability Insurance **must** include an endorsement modifying the policy to name the Family Court as an additional insured.

5.6.1 The supplier shall defend, indemnify and save harmless the Family Court and all its officers, agents and employees from all suits, actions, or other claims of any character, name and description brought for or on account of any negligent act or fault of the supplier, or of any agent, employee, subcontractor or sub-supplier in the execution of, or performance under, any contract which may result from bid award. The supplier shall pay any judgment with cost which may be obtained against the Family Court growing out of such injury or damages.

5.6.2 The supplier agrees to defend, indemnity, and hold the Family Court and all of its officers, agents, employees, and elected officials whole and harmless against any and all claims for damages, costs, and expenses of persons or property that may arise out of, or be occasioned by, or from any negligent act, or omission of the supplier, or any agent, servant, or employee of the supplier in the execution of the performance of this agreement, without regard to whether such persons are under the direction of the Family Court's agents or employees.

5.7 Once a contract is awarded, the prices shall remain firm and fixed during the first year of the contract with an allowable increase in price for the second and third year and any subsequent renewal periods as defined in **section 3.1.3**. Prices shall remain firm and fixed for each year of the contract and any renewal period. If market conditions warrant an increase in pricing, refer to **section 3.1.1**.

Company name

Print name

Authorized signature

Date

Return Page

5.7.1 Family Court reserves the right to automatically extend this contract for a period not to exceed ninety (90) calendar days past the original contract expiration date or subsequent renewal periods utilizing the current pricing, in order to provide the courts with continual service and supplies while a new contract is being solicited, evaluated and/or awarded. By affixing its authorized signature the supplier hereby acknowledges and agrees to these rights.

5.8 The **Hygiene (personal Care) Supplies** shall be ordered against a purchase order issued by the Family Court Purchasing Department. The Family Court will make every effort to purchase the items listed (on an as needed basis, with no minimum orders) from supplier [see sections 1.1.3 & 1.2].

5.8.1 The purchase order number must appear on all itemized invoices and packing slips. The Family Court shall not be held responsible for any orders placed and/or performed without a valid current purchase order number.

5.8.2 Payment will be made for all orders rendered and accepted by the Family Court for which a valid invoice has been received.

5.9 Questions regarding any issues with this contract shall be made to the senior purchasing agent at Court.Purchasing@courts.mo.gov.

5.10 The successful supplier agrees to protect the Family Court from claims involving infringements of patents and/or copyrights.

5.11 In case any one or more of the provisions contained in the contract shall for any reason be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provision thereof and this contract shall be considered as if such invalid, illegal, or unenforceable provision had never been contained herein.

5.12 No public official shall have interest in this contract, in accordance with Missouri local government code.

5.12.1 No Premiums, rebates, or gratuities shall be given to any employee of the Family Court as a result of an awarded contract. Furthermore, the supplier shall not knowingly employ, during the term of this contract and/or any renewal periods any Family Court employee who has participated in the making of this contract until at least two years following their termination of employment with the Family Court.

5.13 Family Court is operated and funded on a **January 1 to December 31**. Termination of this contract may occur in the event funds from local, state or federal sources are not obtained and continued at an aggregate level sufficient to allow for the purchase of the indicated quality of service, in which case the obligations of each party hereunder shall thereupon be terminated immediately upon receipt of written notice.

5.13.1 The supplier may terminate this agreement with 30 days written notice with the showing of good cause for any undue hardship in satisfactorily being able to fulfill the term of the contract and with final approval from senior purchasing agent.

5.13.2 The Family Court reserves the right to terminate this agreement with 30 days written notice for any reason deemed acceptable to the Family Court. Upon delivery of such notice by the Family Court to the supplier, the supplier shall proceed to cancel promptly all existing orders and contracts insofar as such order or contracts are chargeable to this agreement. As soon as practicable after receipt of notice of termination, the supplier shall submit an invoice to the Family Court for payment of that portion of the agreement successfully performed.

5.13.2.1 If this contract is terminated, the Family Court, in addition to any other rights provided for in this contract, may require the supplier to transfer title and deliver to the Family Court in the manner and to the extent directed, any completed materials. The Family Court shall be obligated only for those services and materials rendered and accepted prior to the date of termination.

5.13.3 In the event of termination, the supplier shall receive payment prorated for that portion of the contract period services were provided to and/or goods were accepted by the Family Court subject to any offset by the Family Court for actual damages including loss of state matching funds.

Company name

Print name

Authorized signature

Date

Return Page

5.13.4 The rights and remedies of the Jackson County Family Court provided for in this contract shall not be exclusive and are in addition to any other rights and remedies provided by law.

5.14 **Equal Employment Opportunity:** The supplier agrees to comply with all Federal and State Laws, and Local Ordinances where applicable, relating to fair labor practices and discrimination in the employment of persons.

5.15 **Uniform Commercial Code:** The supplier and the Family Court agree that all parties have all rights, duties, and remedies available as stated in the Uniform Commercial Code.

5.16 **Venue:** The parties agree that this contract shall be construed in accordance with the laws of the state of Missouri without regard to Missouri's choice of law rules and that Missouri shall be the forum state for all legal proceedings arising out of this agreement. This agreement is performable in the county of Jackson, state of Missouri.

5.17 The supplier shall not sell, assign, transfer or convey, or subcontract this contract, in whole or in part, without the prior written consent of the Family Court.

5.18 The apparent silence of specifications as to any detailed description concerning any point, shall be regarded as meaning that only the best commercial practices are to prevail. All interpretations of these specifications shall be made on the basis of this statement.

5.19 **Age and manufacture:** All tangible goods being bid must be new and unused, unless otherwise specified, in first class condition, of current manufacture, and furnished ready to use. All items not specifically mentioned that are required for a complete unit shall be furnished.

5.20 The supplier shall warrant that all materials utilized in the performance of this contract shall conform to the proposed specifications and/or all warranties as stated in the Uniform Commercial Code and be free from all defects in material, workmanship and title.

5.20.1 The supplier further agrees, upon notice from the Family Court, to promptly and without charge, make changes, corrections and/or replacement, to the satisfaction of the Family Court, which may be required to make good all defects in design and material under its' intended use from the Manufacturer. The supplier shall receive no compensation for cost in replacement of goods or workmanship.

5.21 **Force Majeure:** The supplier shall not be liable if the failure to perform this contract arises out of causes beyond the control of or negligence of the supplier. Causes may include, but are not limited to, acts of nature, fires, quarantine, strikes other than by the supplier's employees, and freight embargoes.

5.22 **Waiver:** - Waiver of any breach of any provision in this contract shall not be a waiver of any prior or subsequent breach. Any waiver shall be in writing and any forbearance or indulgence in any other form or manner by Jackson County Family Court shall not constitute a waiver.

5.23 **Right To Work:** All suppliers doing business in the State of Missouri and working on behalf of the Family Court must ensure that all current employees of the contractor or sub-consultant working at Family Court are legally eligible to work within the United States under the Illegal Immigration Reform and Immigrant Responsibility Act of 1996 ("IIRIRA 96") and the Federal Immigration and Nationality Act Section 274A, 8 U.S. Code § 1324(a)(1)(A)(iv)(b)(iii) - Unlawful employment of aliens.

5.23.1 If the senior purchasing agent determines that a current supplier employs any persons not eligible to work in the United States, the supplier shall be in breach of contract and the court may lawfully cancel the contract and suspend or debar the supplier from doing business with the court.

5.24 In the event that Family Court only receives a single bid to its solicitation, then Family Court reserves the right to turn the single received bid into a negotiated procurement.

5.25 **Account Representative** - The supplier should have an account representative assigned to the courts for any issues that may arise during the contract term or subsequent renewal periods.

Company name

Print name

Authorized signature

Date

Return Page

6.0 Supplier information: Completion in full is required!

Company name: _____

Physical address: _____

City: _____ State: _____ Zip code: _____

Payment address: _____

City: _____ State: _____ Zip code: _____

Company phone number: _____ Fax number: _____

Check One: ☐ Corporation ☐ Partnership ☐ Sole Proprietorship ☐ Limited Liability Corporation

General information: Number of permanent employees _____ Number of years in business _____

Percentage of work to be done under proposed contract by company employees _____%

Geographical limits of business operation _____

Has company ever done business under a different name: Yes No (Circle one)

If yes, give name and location _____

Has company ever withdrawn or defaulted on a contractual obligation: Yes No (Circle one)

If yes, state where and why _____

Has company ever been sued for breach of any contract? Yes No (Circle one)

If yes, state where and why _____

Company name | Print name | Authorized signature | Date

Return Page

- 1). _____

- 2). _____

- 3). _____

- 4). _____

1. Minority Owned Business (MBE) ☐ Yes ☐ No
☐ African American ☐ Latino ☐ Native American ☐ Asian ☐ Pacific Islander

2. Woman Owned Business (WBE) ☐ Yes ☐ No

3. Small Business ☐ Yes ☐ No

Date _____

Page 9 of 11

7.0 Affidavit

I, the undersigned, in and for the City of _____, County of _____,
State of _____ being duly sworn on her or his oath, deposes and says;

1. That I am the _____ (Title of affiant) of
_____ (Name of supplier) and have been authorized
by said supplier to make this affidavit on its behalf;

2. That no officer, agent or employee of the Jackson County Family Court is financially interested, directly or indirectly
in what the Supplier is offering to sell to the Jackson County Family Court pursuant to this Invitation For Bid.

3. That if Supplier were awarded any contract from the Jackson County Family Court, no officer, agent or employee
of the Family Court would be pecuniarily interested in or receive any benefit from the profit or emoluments of such;

4. That Supplier has not participated in collusion or committed any act in restraint of trade, directly or indirectly, which
bears upon anyone's response or lack of response to this Invitation For Bid.

5. Supplier certifies and warrants that Supplier or Supplier's firm/organization is not listed on the General Services
Administration's Report of Debarred and/or Suspended Parties.

6. Supplier certifies and affirms that it does not knowingly employ any person who is an unauthorized alien in
connection with the contracted services.

7. Supplier certifies and affirms its enrollment and participation in a federal work authorization program with respect
to the employees working in connection with the contracted services.

8. It is our understanding that any informational materials and files reviewed which has been provided on a need-to-
know basis in the performance of this contract shall be privileged and held confidential. It is agreed that information shall
not be shared or discussed with any persons outside the Court without the express written consent of the Court. In the event
there is reason to believe that the confidentiality of this information has been breached, the Court Administrator shall be
notified immediately.

_____ (Name of supplier)

By: _____ (Signature of affiant)

_____ (Title of affiant)

Subscribed and sworn to before me this _____ day of _____, 20____.

Notary Public in and for the county of _____

state of _____

(Seal)

My commission expires: _____

Company name

Print name

Authorized signature

Date

Return Page

8.0 Offer to contract

We hereby offer and agree to provide the **Hygiene (personal Care) Supplies** in compliance with all terms, conditions, specifications, and amendments in the Invitation for Bid and any written exceptions in the offer. We understand that the items in this Invitation for Bid; including, but not limited to, all required certificates are hereby fully incorporated herein as a material and necessary part of the contract.

We further acknowledge that the term of the contract will begin on **July 1, 2025** and end on **June 30, 2028** and will henceforth be referred to as Bid Contract Number 3207102725. We further understand that a possible renewal period of up to three **(3) one year** terms could exist with approval from the court. It is understood that the court could elect to utilize one or all **three** renewal periods at their discretion. All terms, conditions, specifications, and amendments shall apply to any and all renewal periods, referencing section 3.0 for pricing.

The Family Court shall reserve the right to automatically extend this contract for a period not to exceed 90 calendar days past original or renewal contract expiration date, utilizing the then current pricing, in order to provide the court with continual service while a new contract is being solicited, evaluated and/or awarded. By affixing our authorized signature to this **Offer to contract**, we the supplier hereby acknowledge and agree to these rights.

Local Government Use (Cooperative Procurement): ☐ I agree ☐ I decline ~ to sell under the same prices, discounts and terms of this contract to any Municipal, County, Public Utility, Hospital, or Educational Institution that are located within the greater Kansas City Metropolitan Trade Area. Possible negotiations could occur to clarify any additional terms and/or conditions needed by any participating entities or parties to this contract. (All deliveries are to be F.O.B. Destination and there shall be no obligation on the part of any entity or party to utilize this contract).

To place orders: [Account Representative] Print name _____

E-mail address

Phone number

Fax number

I the undersigned hereby state, under penalty of perjury, that all information provided is true, accurate, and complete, and states that I have the authority to submit this bid, which upon acceptance by the court by means of the issuance of a bid contract award letter shall constitute a contract for the selling and delivery of the **Hygiene (personal Care) Supplies** described herein, thus eliminating the need for a formal signed contract between the parties.

Company name

Print name

Authorized signature

Date

Return Page