



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>



Neil Struchtemeyer, CPPB
 Senior Purchasing Agent

Phone: (816) 435-4780
 E-mail: Neil.Struchtemeyer@courts.mo.gov

Paper Shredding Services (On-site) **Bid Number: 10009281**

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 **Mobile On-site Paper Shredding Services** 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 **Mobile On-site Paper Shredding Services** as described in this bid in strict conformity with the contract instrument, thus eliminating the need for a formal signed contract.

Bid issue date: Friday, August 1, 2025

Bid closes: Monday, August 25, 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 A.M. Local Time (Central). **Bids received after the deadline designated shall not be considered.**

Contract term: September 15, 2025 through September 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) 435-4780 or by e-mail to Neil.Struchtemeyer@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	Friday, August 1, 2025
Bid due date	Monday, August 25, 2025 @ 9:55 A.M. Local Time (Central)
Bid evaluation	August 25 through August 29, 2025
Award date	Monday, September 1, 2025 or before
Contract term	September 15, 2025 through September 30, 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 Monday, August 25, 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 10009281 - Paper Shredding Services (On-site)**, 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 or by e-mail to nstrucht@courts.mo.gov.

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.

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 **Monday, September 1, 2025** by means of an Award Letter.

Only awarded supplier will be notified. Bidders may send email to Neil.Struchtemeyer@courts.mo.gov any time after Monday, September 1, 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 or by e-mail to nstrucht@courts.mo.gov, otherwise disregard and submit the required submittal pages marked "Return Page".

1.0 Scope of service

1.1 This document shall constitute a fixed price term and supply contract between Jackson County Family Court, herein referred to as the ("Family Court") and the undersigned, herein referred to as the ("Contractor"), collectively referred to as the "parties" to provide the Family Court with **Mobile On-site Paper Shredding Services** of Sensitive | Confidential Court Documents and possible Media Destruction. The contractor shall provide a **Certificate of Destruction** upon completion of shredding. The term "offer" as used herein refers to the contractor's offer made in response to this Bid Number. **See Section 3.0 for price structure.**

1.1.1 The contract term will begin on **September 15, 2025** and end on **September 30, 2028** with a possible three (3) one-year renewal periods and shall be assigned Bid Contract Number 5007402725.

1.1.2 This contract shall be an open account (charge account) and billed accordingly. The Family Court Purchasing Department shall issue a purchase order as a means to encumber funds and the **Mobile On-site Paper Shredding Services** shall be paid against/from said purchase order. A new purchase order shall be issued as required and at the beginning of each calendar year.

1.1.3 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.

1.3 Contractor must either be bonded, carry commercial criminal insurance, or contractor's employees must be bonded and/or licensed security guards.

1.4 Paper would be shredded at a minimum cut of 1/4".

1.5 Certification of Destruction must be provided to the Family Court upon completion of each scheduled shredding pick-up.

1.6 Shannon Hayes or appointed designee shall be the contact for all shredding needs or concerns and can be reached at (816) 435-4749.

1.7 Average monthly shredding of 2,000 lbs. of paper. This is an approximate amount. BASE bid on the number of requested containers and the number of pickup times for each. Price shall be stated as a monthly charge.

1.7.1 No sorting required, as paper would have nothing larger than a paper clip attached.

1.8 Contractor may be required to provide additional services on an as needed, if needed basis. The price for any additional shredding services will be based on the size of container, to include all labor and transporting costs. Again such additional services shall require a Certification of Destruction.

1.9 Contractor shall recycle all acceptable shredded documents and as an incentive for the contractor to keep prices low, may keep all funds generated from the sale of the recycled shredded documents.

1.10 Contractor shall submit a monthly report of all shredding services performed and all provided Certifications of Destruction to:

Jackson County Family Court
Attn: Shannon Hayes or appointed designee
625 E. 26th Street
Kansas City, Missouri 64108

2.0 Container Locations and Emptying Requirements

2.1 Contractor shall provide **twelve (12) 64-gallon or equal lockable containers with wheels** which will be located throughout the Family Justice Center, 625 East, 26th Street, Kansas City, Missouri 64108 and contents emptied/shredded once per week. **Note:** On scheduled day of shredding, all containers at the Family Justice Center will be located at the warehouse, so contractor's employees won't have to check in and go through our security.

2.1.1 Contractor to bill for only the number of containers emptied and material shredding, normally only 6 containers are emptied/shredded once per week.

Company name

Print name

Authorized signature

Date

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2.2 Contractor shall provide **one (1) 95-gallon or equal lockable container with wheels** located at the Kemp Building, 1st Floor, 2729 Gillham Road, Kansas City, Missouri 64108 and contents emptied/ shredded twice per month.

2.3 Contractor shall provide **one (1) 64-gallon or equal lockable containers with wheels** located at the Donaldson House (Area III), 500 East, 26th Street, Kansas City, Missouri 64108 and contents emptied/ shredded once per month.

2.4 Contractor shall provide **one (1) 95-gallon or equal lockable container with wheels** located at the Family Court Resource Services Department, 103 N. Main, Suite 200 , Independence, Missouri 64050 and contents emptied/shredded once per month.

2.5 Contractor shall provide **one (1) 64-gallon or equal lockable containers with wheels** located at the Hilltop Residential Center, Administration Building, 301 NW Gregory Blvd., Lee's Summit, Missouri 64064 and contents emptied/ shredded twice per month.

2.6 After award and acceptance is made, contractor shall contact Shannon Hayes or appointed designee at 816-435-4749 for exact placement locations within the stated four (4) addresses.

2.7 A possibility could exist that additional service locations may be needed as necessary. If this were to occur, then Family Court's Purchasing Agent will require a quote from contractor for said new service locations and that quote will become a firm fixed price for any duration of the term of the contract and/or any applicable renewal periods.

2.8 The contractor shall guarantee on-site mobile paper shredding services to the Family Court regardless of any organized work stoppages.

2.9 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

3.0 Pricing structure

3.1 **Required service:** Shredding of Sensitive | Confidential Court Documents ~ Base price on the number of requested containers and the number of pickup times for each as stated in section **2.0 Container Locations and Emptying Requirements**. Price shall be stated as the combined monthly charge for the five (5) locations and shall remain fixed for each year of the contract to include any renewal periods. The monthly charge **must** include all labor, fuel and transportation costs associated with the aforementioned containers and pickup times.

3.1.1 Contract Term from September 15, 2025 through September 30, 2026 - Monthly Charge: \$ _____.

3.1.2 Contract Term from October 1, 2026 through September 30, 2027 - Monthly Charge: \$ _____.

3.1.3 Contract Term from October 1, 2027 through September 30, 2028 - Monthly Charge: \$ _____.

3.1.4 1st Renewal Contract Term from October 1, 2028 thru September 30, 2029 - Monthly Charge: \$ _____.

3.1.5 2nd Renewal Contract Term from October 1, 2029 thru September 30, 2030 - Monthly Charge: \$ _____.

3.1.6 3rd Renewal Contract Term from October 1, 2030 thru September 30, 2031 - Monthly Charge: \$ _____.

3.2 **Optional service for Media Destruction:** This shall consist of CD's, DVD's, Audio/Visual/Data Tapes, Microfilm or Microfiche, ID or Credit Cards and any other plastics that are not paper that may need destruction. Price shall be based on the following size container or cost per pound with a weekly pickup schedule, if needed. **If** Media Destruction isn't required at scheduled pickup time, the Family Court shall not be charged for this service.

3.2.1 64-gallon or equal lockable container with wheels - \$ _____ per pickup/shredding charge or \$ _____ cost per pound, if needed. This charge **must** include all labor, fuel and transportation costs.

Company name

Print name

Authorized signature

Date

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3.2.2 95-gallon or equal lockable container with wheels - \$ _____ per pickup/shredding charge or \$ _____ cost per pound, if needed. This charge **must** include all labor, fuel and transportation costs.

3.3 **Optional service for additional shredding services:** Any additional shredding services will be on an as needed, if needed basis. Example: Destruction by Law for Time Secured stored records. These additional services shall be based on the following size container or cost per pound with a weekly pickup schedule, if needed. **If** additional shredding services isn't required at scheduled pickup time, the Family Court shall not be charged for this service.

3.3.1 64-gallon or equal lockable container with wheels - \$ _____ per pickup/shredding charge or \$ _____ cost per pound, if needed. This charge **must** include all labor, fuel and transportation costs.

3.3.2 95-gallon or equal lockable container with wheels - \$ _____ per pickup/shredding charge or \$ _____ cost per pound, if needed. This charge **must** include all labor, fuel and transportation costs.

3.4 **Price re-determination (Escalation/De-escalation Clause):** In the event prevailing market conditions warrant an adjustment in contract pricing or **Optional Services** pricing, the following escalation/de-escalation clause shall be the only clause applicable or acceptable to the Family Court.

3.4.1 Contractor shall give written notice to the Purchasing Agent of any proposed changes from contract prices not less than fifteen (15) calendar days prior to the effective date of said price changes.

3.4.2 Such notice must be accompanied by a copy of the supplier's advisory or notification to the contractor of a justifiable price change.

3.4.3 No Price escalation will be authorized in excess of the amount of the increase referred to on the supplier's notice.

3.4.4 The Senior Purchasing Agent retains the right to determine whether or not such proposed price changes are in the best interest of the Family Court.

3.4.5 If in the opinion of the purchasing agent any proposed increase if found unacceptable, the purchasing agent reserves the right to cancel the contract upon fifteen (15) calendar days written notice.

3.4.6 Any approved price changes shall be honored for all scheduled pickup times after the effective date of such approved price change.

3.4.7 The Family Court reserves the right to audit and/or examine any pertinent books, documents, papers, records, or invoice relating directly to the contract transaction in question after reasonable notice and during normal business hours.

3.4.8 If parties to the contract cannot agree on renewal terms, it is hereby understood that the contract will be cancelled and a new contract will be solicited.

3.4.9 Price decreases are allowed at any time.

4.0 Billing

4.1 The contractor shall submit invoice(s), in accordance with the price as stated under Section 3.0 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

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.

 Company name

 Print name

 Authorized signature

 Date

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4.3 Questions pertaining to payment shall be directed to the Finance & Budget Associate at (816) 435-4786.

5.0 Insurance

5.1 The contractor shall understand and agree that the Family Court cannot save and hold harmless and/or indemnify the contractor or contractor's employees against any liability incurred or arising as a result of any activity of the contractor or any activity of the contractor's employees related to the contractor's performance under this contract.

5.1.1 Therefore, the contractor must acquire and maintain adequate insurance in the form(s) and amount(s) as follows to sufficiently 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 this contract. The insurance coverage shall include general liability and appropriate commercial general liability.

5.1.1.1 Worker's Compensation and Employer's Liability Insurance in accordance with statutory requirements.

5.1.1.2 General/Commercial General Liability Insurance, with the following limits: \$1,000,000 each occurrence; Products – Comp/Op Agg. \$2,000,000; Personal & Adv. Injury \$1,000,000; General Aggregate \$2,000,000

5.1.1.3 Automobile Liability Insurance, with a \$1,000,000 combined single limit per occurrence.

5.2 The insurance certificate shall name the Jackson County Family Court as the Certificate Holder with an endorsement modifying the policy to list the Family Court as additional insured for its interest on all policies of insurance, except Worker's Compensation to include the CONTRACTORS ENHANCEMENT ENDORSEMENT for commercial general liability and the DESIGNATED INSURED for commercial auto and provide that the Family Court be given at least 30 days prior written notice of any cancellation or intention to not renew or material change in such coverage.

5.2.1 The evidence of insurance coverage must be submitted within 15 business days following award of contract. The contract number must be identified on the evidence of insurance coverage. **In the event the insurance coverage is canceled, the Family Court must be notified immediately.**

5.2.2 The evidence of insurance shall include, but shall not necessarily be limited to: effective dates of coverage, limits of liability, insurer's name, policy number, endorsement by representatives of the insurance company, etc. Evidence of self-insurance coverage or of another alternative risk financing mechanism may be utilized provided that such coverage is verifiable and irrevocably reliable.

6.0 General conditions and terms of contract

6.1 Bids are made upon, and are subject to the subsequent listed conditions and any addendums issued. Upon acceptance by the Family Court, a contractor's bid response and acceptance by the Family Court upon issuance of an award letter shall constitute the contract for providing the **Mobile On-site Paper Shredding Services** as described in this bid in strict conformity with the contract instrument, thus eliminating the need for a formal signed contract.

6.1.1 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.

6.2 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.

6.3 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.

Company name

Print name

Authorized signature

Date

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6.4 The supplier shall understand and agree that the Family Court cannot save and hold harmless and/or indemnify the contractor 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.

6.4.1 The contractor 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.

6.4.2 The contractor agrees to defend, indemnify, 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.

6.5 Once a contract is awarded, the prices shall remain firm and fixed during each contracted year, unless market conditions warrant an increase in pricing as defined in **Section 3.0 Pricing Structure**.

6.5.1 Family Court reserves the right to automatically extend this contract for a period not to exceed 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.

6.6 A blanket purchase order(s) shall be generated and issued by the Family Court's Purchasing Department to the contractor. A purchase order is a means of encumbering funds for the fiscal year of the contract, hence a new purchase order will be issued each year during the term of the contract.

6.6.1 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.

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

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

6.8 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.

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

6.9.1 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.

6.10 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. Notwithstanding the foregoing, the Family Court shall pay the contractor for all services rendered up to the effective date of termination.

6.10.1 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.

Company name

Print name

Authorized signature

Date

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6.10.2 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.

6.10.2.1 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.

6.10.3 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.

6.10.4 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.

6.11 **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.

6.12 **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.

6.13 **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.

6.14 The contractor 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.

6.15 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.

6.16 **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.

6.17 **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.

6.18 **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.

6.18.1 If the designated purchasing agent determines that a current contractor 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.

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

Company name

Print name

Authorized signature

Date

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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
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- 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 _____

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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

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8.0 Offer to contract

We hereby offer and agree to provide the **Mobile On-site Paper Shredding Services** 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 **September 15, 2025** and end on **September 30, 2028** and will henceforth be referred to as Bid Contract Number 5007402725. 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.

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 **Mobile On-site Paper Shredding Services** described herein, thus eliminating the need for a formal signed contract between the parties.

Company name

Print name

Authorized signature

Date

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Monthly cost breakdown: September 15, 2025 through September 30, 2026

Container Locations and Emptying Requirements	Monthly cost
(12) 64-gallon or equal lockable containers with wheels located throughout the Family Justice Center, 625 East, 26th Street, Kansas City, Missouri 64108 and contents emptied/shredded once per week. Contractor to bill for only the number of containers emptied and material shredding, normally only 6 containers are emptied/shredded once per week.	\$ _____
(1) 95-gallon or equal lockable container with wheels located at the Kemp Building, 1st Floor, 2729 Gillham Road, Kansas City, Missouri 64108 and contents emptied/ shredded twice per month.	\$ _____
(1) 64-gallon or equal lockable containers with wheels located at the Donaldson House (Area III), 500 East, 26th Street, Kansas City, Missouri 64108 and contents emptied/ shredded once per month.	\$ _____
(1) 95-gallon or equal lockable container with wheels located at the Family Court Resource Services Department, 103 N. Main, Suite 200 , Independence, Missouri 64050 and contents emptied/shredded once per month.	\$ _____
(1) 64-gallon or equal lockable containers with wheels located at the Hilltop Residential Center, Administration Building, 301 NW Gregory Blvd., Lee's Summit, Missouri 64064 and contents emptied/ shredded twice per month.	\$ _____
Total monthly cost	\$ _____

Monthly cost breakdown: October 1, 2026 through September 30, 2027

Container Locations and Emptying Requirements	Monthly cost
(12) 64-gallon or equal lockable containers with wheels located throughout the Family Justice Center, 625 East, 26th Street, Kansas City, Missouri 64108 and contents emptied/shredded once per week. Contractor to bill for only the number of containers emptied and material shredding, normally only 6 containers are emptied/shredded once per week.	\$ _____
(1) 95-gallon or equal lockable container with wheels located at the Kemp Building, 1st Floor, 2729 Gillham Road, Kansas City, Missouri 64108 and contents emptied/ shredded twice per month.	\$ _____
(1) 64-gallon or equal lockable containers with wheels located at the Donaldson House (Area III), 500 East, 26th Street, Kansas City, Missouri 64108 and contents emptied/ shredded once per month.	\$ _____
(1) 95-gallon or equal lockable container with wheels located at the Family Court Resource Services Department, 103 N. Main, Suite 200 , Independence, Missouri 64050 and contents emptied/shredded once per month.	\$ _____
(1) 64-gallon or equal lockable containers with wheels located at the Hilltop Residential Center, Administration Building, 301 NW Gregory Blvd., Lee's Summit, Missouri 64064 and contents emptied/ shredded twice per month.	\$ _____
Total monthly cost	\$ _____

Monthly cost breakdown: October 1, 2027 through September 30, 2028

Container Locations and Emptying Requirements	Monthly cost
(12) 64-gallon or equal lockable containers with wheels located throughout the Family Justice Center, 625 East, 26th Street, Kansas City, Missouri 64108 and contents emptied/shredded once per week. Contractor to bill for only the number of containers emptied and material shredding, normally only 6 containers are emptied/shredded once per week.	\$ _____
(1) 95-gallon or equal lockable container with wheels located at the Kemp Building, 1st Floor, 2729 Gillham Road, Kansas City, Missouri 64108 and contents emptied/ shredded twice per month.	\$ _____
(1) 64-gallon or equal lockable containers with wheels located at the Donaldson House (Area III), 500 East, 26th Street, Kansas City, Missouri 64108 and contents emptied/ shredded once per month.	\$ _____
(1) 95-gallon or equal lockable container with wheels located at the Family Court Resource Services Department, 103 N. Main, Suite 200 , Independence, Missouri 64050 and contents emptied/shredded once per month.	\$ _____
(1) 64-gallon or equal lockable containers with wheels located at the Hilltop Residential Center, Administration Building, 301 NW Gregory Blvd., Lee's Summit, Missouri 64064 and contents emptied/ shredded twice per month.	\$ _____
Total monthly cost	\$ _____

Please complete and submit with bid, as this will help with bid evaluation.

Monthly cost breakdown: October 1, 2028 through September 30, 2029

Container Locations and Emptying Requirements	Monthly cost
(12) 64-gallon or equal lockable containers with wheels located throughout the Family Justice Center, 625 East, 26th Street, Kansas City, Missouri 64108 and contents emptied/shredded once per week. Contractor to bill for only the number of containers emptied and material shredding, normally only 6 containers are emptied/shredded once per week.	\$ _____
(1) 95-gallon or equal lockable container with wheels located at the Kemp Building, 1st Floor, 2729 Gillham Road, Kansas City, Missouri 64108 and contents emptied/ shredded twice per month.	\$ _____
(1) 64-gallon or equal lockable containers with wheels located at the Donaldson House (Area III), 500 East, 26th Street, Kansas City, Missouri 64108 and contents emptied/ shredded once per month.	\$ _____
(1) 95-gallon or equal lockable container with wheels located at the Family Court Resource Services Department, 103 N. Main, Suite 200 , Independence, Missouri 64050 and contents emptied/shredded once per month.	\$ _____
(1) 64-gallon or equal lockable containers with wheels located at the Hilltop Residential Center, Administration Building, 301 NW Gregory Blvd., Lee's Summit, Missouri 64064 and contents emptied/ shredded twice per month.	\$ _____
Total monthly cost	\$ _____

Monthly cost breakdown: October 1, 2029 through September 30, 2030

Container Locations and Emptying Requirements	Monthly cost
(12) 64-gallon or equal lockable containers with wheels located throughout the Family Justice Center, 625 East, 26th Street, Kansas City, Missouri 64108 and contents emptied/shredded once per week. Contractor to bill for only the number of containers emptied and material shredding, normally only 6 containers are emptied/shredded once per week.	\$ _____
(1) 95-gallon or equal lockable container with wheels located at the Kemp Building, 1st Floor, 2729 Gillham Road, Kansas City, Missouri 64108 and contents emptied/ shredded twice per month.	\$ _____
(1) 64-gallon or equal lockable containers with wheels located at the Donaldson House (Area III), 500 East, 26th Street, Kansas City, Missouri 64108 and contents emptied/ shredded once per month.	\$ _____
(1) 95-gallon or equal lockable container with wheels located at the Family Court Resource Services Department, 103 N. Main, Suite 200 , Independence, Missouri 64050 and contents emptied/shredded once per month.	\$ _____
(1) 64-gallon or equal lockable containers with wheels located at the Hilltop Residential Center, Administration Building, 301 NW Gregory Blvd., Lee's Summit, Missouri 64064 and contents emptied/ shredded twice per month.	\$ _____
Total monthly cost	\$ _____

Monthly cost breakdown: October 1, 2030 through September 30, 2030

Container Locations and Emptying Requirements	Monthly cost
(12) 64-gallon or equal lockable containers with wheels located throughout the Family Justice Center, 625 East, 26th Street, Kansas City, Missouri 64108 and contents emptied/shredded once per week. Contractor to bill for only the number of containers emptied and material shredding, normally only 6 containers are emptied/shredded once per week.	\$ _____
(1) 95-gallon or equal lockable container with wheels located at the Kemp Building, 1st Floor, 2729 Gillham Road, Kansas City, Missouri 64108 and contents emptied/ shredded twice per month.	\$ _____
(1) 64-gallon or equal lockable containers with wheels located at the Donaldson House (Area III), 500 East, 26th Street, Kansas City, Missouri 64108 and contents emptied/ shredded once per month.	\$ _____
(1) 95-gallon or equal lockable container with wheels located at the Family Court Resource Services Department, 103 N. Main, Suite 200 , Independence, Missouri 64050 and contents emptied/shredded once per month.	\$ _____
(1) 64-gallon or equal lockable containers with wheels located at the Hilltop Residential Center, Administration Building, 301 NW Gregory Blvd., Lee's Summit, Missouri 64064 and contents emptied/ shredded twice per month.	\$ _____
Total monthly cost	\$ _____

Please complete and submit with bid, as this will help with bid evaluation.