



Invitation for Bid
16th Judicial Circuit of Missouri
Family Court Division
625 E. 26TH Street
Kansas City, Missouri 64108

Kitchen Hood Grease Exhaust Duct and Laundry Dryer Vent Systems Cleaning

Bid Number: 10013007

Bid issued by: Neil Struchtemeyer, CPPB

Bid issue date: Wednesday, February 4, 2026

Title: Senior Purchasing Agent

Phone number: (816) 435-4780

The purpose of this bid is to seek competition among competitors and to award a term and supply contract for the **Kitchen Hood Grease Exhaust Duct and Laundry Dryer Vent Systems Cleaning** 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". The term "offer" as used herein refers to the contractor's offer made in response to this Invitation for Bid, herein referred to as the ("IFB").

This IFB, upon award will become known as Bid Contract Number 4804102626 between the Family Court and the Contractor, collectively referred to as the "parties".

The Bid 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.

Site Visit: Any requests for a site visit to view work locations prior to submitting a bid response shall be made via e-mail to Neil.Struchtemeyer@courts.mo.gov.

All site visits must be completed prior to the close of business on Friday, February 27, 2026.

Contract Term: **April 1, 2026 through March 31, 2029**
Contract to include three (3) on- year renewal options.

Bid Closes: Wednesday, March 18, 2026 @ 10 a.m. CST
Bids **MUST** be submitted prior to the closing date and time to be eligible for consideration. Bids will be publicly opened and read at 10:05 a.m. Local Time (Central). Bids received after the deadline designated shall not be considered.

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

For all questions regarding this Invitation for Bid, herein referred to as an ("IFB") contact via e-mail to Neil.Struchtemeyer@courts.mo.gov. All questions must be submitted by the close of business on Friday, February 20, 2026.

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 contractors and individuals employed by the Family Court regarding this IFB it is restricted to written communication with the Senior Purchasing Agent.

Timeline Schedule:



IFB Issue Date	Wednesday, February 4, 2026
Site Visit	All site visits must be completed prior to the close of business on Friday, February 27, 2026
IFB Due Date	Wednesday, March 18, 2026 @ 10 a.m. CST
Bid Evaluation	March 18 through March 24, 2026
Projected Award Date	Wednesday, March 25, 2026
Contract Term	April 1, 2026 through March 31, 2029
Contract Renewal Periods	Three (3) one-year terms

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

Instructions to Bidders: The Bidder shall comply with all the terms and conditions contained herein which are hereby made part of this contract. The submission of a Bid shall be considered as prima facie evidence that the Bidder has familiarized themselves with and understands the conditions under which this Contract will be awarded, performed and administered. **No Letter or stipulation submitted with a Bid shall alter the terms of this Contract.**

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

The 16th Judicial Circuit of Missouri, Family Court Division is exempt from Federal Tax (Exemption 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.

Any delivery being made shall be F.O.B. Destination (the Family Court’s delivered location specified herein) and all Freight and applicable Fuel Surcharges shall be included in bid prices.

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: If submitting a bid, the Bidder is required to submit all pages marked as “Return Page” of this bid document prior to 10 a.m. Local Time (Central) on or before **Wednesday, March 18, 2026** by mail or messenger to the following address:

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

If not submitting a bid, please complete and send the **Statement of No Bid** to Neil.Struchtemeyer@courts.mo.gov.

Bids will be accepted at the above address until date and time specified above, and will be publicly opened and read aloud at 10:05 a.m. Local Time (Central). Bids received after the deadline designated shall not be considered.



All bids shall be tightly sealed in an envelope and plainly marked with the Invitation for Bid number, due date, and the bidder's name and address.

Telephone, e-mailed or faxed bids will not be accepted!

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

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.

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.

Contractors 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/Contract Award

The contract will be awarded to the most responsible, responsive bidder(s) whose bid, conforming to the solicitation, will be most advantageous to the Family Court with regards to lowest and best bid.

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(s) deemed most advantageous to the Family Court. The Family Court shall consider bids submitted on an "all or nothing" basis only if the bid is clearly marked as such.

The contract award will be made no later than **Wednesday, March 25, 2026** by means of an award letter.

Only awarded contractor will be notified. Bidders may e-mail Neil.Struchtemeyer@courts.mo.gov any time after Wednesday, March 25, 2026 to get bid results.

Award Protest

Any protest concerning the award of a contract shall be decided by the Chief Financial 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 vendor 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). _____

Remarks _____

Company Name: _____

Signature: _____

Telephone: _____

Date: _____

Note: If you are not submitting a bid, please e-mail this "Statement of No Bid" form to Neil.Struchtemeyer@courts.mo.gov, otherwise disregard and submit the required submittal pages, marked "**Return Page**" by mail or messenger.



1.0 Scope of service

1.1 This document, upon award, shall constitute a 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” for **Kitchen Hood Grease Exhaust Duct and Laundry Dryer Vent Systems Cleaning**. The term “offer” as used herein refers to the contractor’s offer made in response to this Bid Number.

1.1.1 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 Contractor shall clean the Kitchen Hood Grease Exhaust Duct System, which consist of the fan(s) on the roof, the ductwork from the fan(s) to the hood, clean filters on site, and inside of the hood per NFPA 96 guidelines. This service excludes cleaning of all electrical components, wiring and mechanical equipment which may be part of the exhaust system and excludes cleaning grease buildup on the fire extinguishing fuse link.

1.2.1 Clean the fan blades and fan blade housing. Clean by either scraping or pressure washing the ducts. Clean the inside of the hoods (excluding the air vents), filters and behind the filters.

1.2.2 This service is to be performed, at a minimum of, every six months with the first cleaning to take place in June and the second cleaning to take place in December. Note: These cleaning months may change as required.

1.3 Contractor shall clean the Laundry (Dryer) Vent System beginning at the dryer including lint trap and extending to and including the outside cover. In lieu of cleaning specifications; all cleaning to be done in accordance to the latest industry standards for the Laundry (Dryer) Vent System.

1.3.1 This service is to be performed, at a minimum of, every six months with the first cleaning to take place in June and the second cleaning to take place in December. Note: These cleaning months may change as required.

1.4 This contract will commence on April 1, 2026 and end on March 31, 2029 with three (3) one-year renewal options and shall be an open account (charge account) and billed per instructions specified in Section 5.0 Billing. The Family Court Purchasing Department shall issue a purchase order as a means to encumber funds and all invoices 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 during term of contract and/or any renewal periods. No Services shall be paid without a purchase order number.

1.5 The Contractor shall guarantee the cleanings at the Family Court’s locations regardless of any organized work stoppages.

2.0 Cleaning locations

The Family Justice Center 625 E. 26th Street Kansas City, Missouri 64108	Detention Kitchen	Ground Floor Laundry Room
Hilltop Residential Center 301 NW Gregory Blvd Lee’s Summit, Missouri 64064	C Building Kitchen	A Building Basement Laundry Room

Company name	Authorized signature	Print name	Date
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3.0 Pricing structure

3.1 Prices being provided shall be stated as the **Charge per Cleaning** and shall include all labor, material, equipment, transportation, and supervision necessary for performing all necessary operations of this contract at each location. The pricing shall remain firm and fixed for each year of the contract per the **Charge per Cleaning** as stated. This service doesn't fall under the Missouri Prevailing Wage Law or the Davis Beacon Act.

Charge per Cleaning shall include any applicable Compliance Engine Reporting Fee and fuel surcharges.

3.2 For contract year beginning April 1, 2026 and ending on March 31, 2027.

The Family Justice Center Kitchen: \$ _____ Charge per cleaning Laundry Room: \$ _____ Charge per cleaning

Hilltop Residential Center Kitchen: \$ _____ Charge per cleaning Laundry Room: \$ _____ Charge per cleaning

3.3 For contract year beginning April 1, 2027 and ending on March 31, 2028.

The Family Justice Center Kitchen: \$ _____ Charge per cleaning Laundry Room: \$ _____ Charge per cleaning

Hilltop Residential Center Kitchen: \$ _____ Charge per cleaning Laundry Room: \$ _____ Charge per cleaning

3.4 For contract year beginning April 1, 2028 and ending on March 31, 2029.

The Family Justice Center Kitchen: \$ _____ Charge per cleaning Laundry Room: \$ _____ Charge per cleaning

Hilltop Residential Center Kitchen: \$ _____ Charge per cleaning Laundry Room: \$ _____ Charge per cleaning

3.5 For 1st renewal - contract year beginning April 1, 2029 and ending on March 31, 2030.

The Family Justice Center Kitchen: \$ _____ Charge per cleaning Laundry Room: \$ _____ Charge per cleaning

Hilltop Residential Center Kitchen: \$ _____ Charge per cleaning Laundry Room: \$ _____ Charge per cleaning

3.6 For 2nd renewal - contract year beginning April 1, 2030 and ending on March 31, 2031.

The Family Justice Center Kitchen: \$ _____ Charge per cleaning Laundry Room: \$ _____ Charge per cleaning

Hilltop Residential Center Kitchen: \$ _____ Charge per cleaning Laundry Room: \$ _____ Charge per cleaning

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3.5 For 3rd renewal - contract year beginning April 1, 2031 and ending on March 31, 2032.

The Family Justice Center Kitchen: \$ _____ Laundry Room: \$ _____
 Charge per cleaning Charge per cleaning

Hilltop Residential Center Kitchen: \$ _____ Laundry Room: \$ _____
 Charge per cleaning Charge per cleaning

4.0 Insurance: The contractor shall be required to purchase and maintain during the life of the contract Comprehensive General Liability Insurance, Comprehensive Automobile Liability Insurance, and Worker's Compensation Insurance, with limits of not less than those set forth as follows:

TYPE	MINIMUM ACCEPTABLE LIMITS OF LIABILITY
1. Worker's Compensation	Statutory – State of Missouri
2. Employer's Liability	
A. Each Accident	\$500,000.00
B. Disease-Each Employee	\$500,000.00
C. Disease-Policy Limit	\$500,000.00
3. Commercial General Liability	
A. Each Occurrence	\$1,000,000.00
B. Products/Completed Operations	\$2,000,000.00
C. Personal and Advertising Injury	\$1,000,000.00
D. General Aggregate	\$2,000,000.00
4. Business Automobile Liability	\$1,000,000.00

4.2 The contractor shall provide the Family Court with a Certificate of Insurance within 15 business days after award is made.

4.3 **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 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.**

5.0 Billing

5.1 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.

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

5.2 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. Questions pertaining to payment for the Family Court shall be directed to the Accounts Payable Clerk at (816) 435-4706.

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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, the contractor’s bid response and acceptance by the Family Court upon issuance of an award letter shall constitute the contract for providing the **Kitchen Hood Grease Exhaust Duct and Laundry Dryer Vent Systems Cleaning** as described in this bid in strict conformity with the contract instrument, thus eliminating the need for a formal signed contract.

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.

6.4 The contractor 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 contractor 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 contractor, 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 contractor shall pay any judgment with cost which may be obtained against the Family Court growing out of such injury or damages. The indemnification shall not apply to any demands, claims, or suits that arise as a result of the Family Court and all its officers, agents and employee’s negligence or misconduct.

6.4.2 The contractor 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 contractor, or any agent, servant, or employee of the contractor in the execution of the performance of this agreement. The indemnification shall not apply to any demands, claims, or suits that arise as a result of the Family Court and all its officers, agents and employee’s negligence or misconduct. Nor shall the indemnification apply to employees of the contractor or any such persons that are under the direction of the Family Court’s agents or employees.

6.5 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.

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6.5.1 The contractor 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.

6.5.2 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 contractor, the contractor 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 contractor shall submit an invoice to the Family Court for payment of that portion of the agreement successfully performed.

6.5.2.1 If this contract is terminated, the Family Court, in addition to any other rights provided for in this contract, may require the contractor 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.

6.5.3 In the event of termination, the contractor 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.

6.5.4 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.

6.6 **Equal Employment Opportunity:** The contractor 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.

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

6.8 **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.

6.9 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.

6.10 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.

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

6.12 **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.

Company name | Authorized signature | Print name | Date

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6.13 **Right To Work:** All contractors 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.

6.13.1 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.

6.14 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.

7.0 Contractor 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: (Circle one) Yes No

If yes, give name and location _____

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

If yes, state where and why _____

Company name | Authorized signature | Print name | Date

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

If yes, state where and why _____

8.0 References (state name, address, contact and phone number):

- 1). _____

- 2). _____

- 3). _____

9.0 Disadvantaged Business Enterprise (DBE) Status - indicate status claimed:

- 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

Company name	Authorized signature	Print name	Date

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10.0 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 contractor) and have been authorized by said contractor 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 contractor 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 contractor 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. Contractor 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. Contractor certifies and affirms that it does not knowingly employ any person who is an unauthorized alien in connection with the contracted services.

7. Contractor 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 contractor)

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 | Authorized signature | Print name | Date

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11.0 Offer to contract

We hereby offer and agree to provide the **Kitchen Hood Grease Exhaust Duct and Laundry Dryer Vent Systems Cleaning** 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 **April 1, 2026** and end on **March 31, 2029** and will henceforth be referred to as Bid Contract Number 4804102626. 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).

Account Representative - Print name _____

E-mail address

Phone 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 **Kitchen Hood Grease Exhaust Duct and Laundry Dryer Vent Systems Cleaning** described herein, thus eliminating the need for a formal signed contract between the parties.

Company name | Authorized signature | Print name | Date

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