

Bidder: _____

Jackson County, Missouri Invitation to Bid No. 26-024

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BIDDERS QUOTATION SHEET – CONCESSIONS: ICE CREAM

The County will not pay for ancillary charges including, but not limited to, fuel, fuel surcharges, and mileage throughout the life of this Contract. All freight, shipping, fuel, or other related charges not mentioned, must be included in the quote.

No.	Description	Individual Serving Size	Servings per Box	Price
1	Ice Cream Cups Manufacturer: Flavors: (4oz) Vanilla/Chocolate			\$ / box
2	Bomb Pops Manufacturer: Flavors:			\$ / box
3	Snow Cones Manufacturer: Flavors:			\$ / box
4	Drumstick or similar Manufacturer:			\$ / box
5	Fudge Bars Manufacturer:			\$ / box
6	Ice Cream Sandwiches Manufacturer:			\$ / box
7	Ice Cream Bars, Vanilla Ice Cream w/ Chocolate Coating Manufacturer:			\$ / box
8	Chocolate Malt Cup (10oz), w/ Wooden Spoon Manufacturer:			\$ / box

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9	Push Up/Tube Treats Manufacturer: Flavors:			\$ / box
10	Shortcake Bar Manufacturer: Flavors:			\$ / box
11	Shortcake/Dessert Stick Bar Manufacturer:			\$
12	Lemon Ice Cup, 10 oz. Manufacturer:			\$
13	Cookies & Cream Cup, 10 oz. Manufacturer:			\$
14	Novelty Theme Ice Cream Bar Manufacturer:			\$
15	Cookie Ice Cream Sandwich, 6 oz. Manufacturer:			\$
Total (Items 1 - 15)				\$

SIGNATURE:	DATE:
NAME:	PHONE:
TITLE:	
COMPANY NAME:	
E-MAIL ADDRESS:	



PURCHASING DEPARTMENT

415 East 12th Street
Kansas City, Missouri 64106

816-881-3465
Fax 816-881-3268

DISPOSITION OF TERM & SUPPLY CONTRACT MEMORANDUM

TO: Sarah Gauld, Parks + Rec
FROM: John Konon, Purchasing
DATE: April 2, 2026
RE: Term & Supply Contract: **23-022 Concessions: Ice Cream** awarded to **Kansas City Ice Cream Co., Inc.**

The above-referenced Term & Supply Contract expires on **May 23, 2026**. There are no options to extend remaining.

Please advise me of the following:

- A. ~~Extend Contract for 12 months. Department needs service.~~
- B. Rebid with attached changes.
- C. Rebid with specifications as they stand.
- D. The Department does not require services regarding this bid.

Department: PARKS + REC Estimated annual usage: \$ 25,000

Fund Account No: 1.) 300 1654 57031 1654-814,000
(3-digit fund no. | 4-digit cost center | 5-digit spend category)

Fund Account No: 2.) 300 1653 57031 1653-10,000
(3-digit fund no. | 4-digit cost center | 5-digit spend category)

Fund Account No: 3.) _____
(3-digit fund no. | 4-digit cost center | 5-digit spend category)

Signature: *Almond*

Please return a copy of this memorandum to my attention **AS SOON AS POSSIBLE**, so that appropriate action can be taken.

If you have any questions, please feel free to call me at 881-3292. Thank you.

1.0 INTRODUCTION

- 1.0 Jackson County, Missouri is seeking a **Twelve (12) Month Term and Supply Contract with Three (3) Twelve (12) Month Options to Extend** for the furnishing of **Concessions: Ice Cream** for use by the **Parks + Rec Department**.
- 1.1 Although exact usage cannot be determined, the County estimates it will spend **\$000,000.00** annually on **Concessions: Ice Cream**.
- 1.2 Jackson County, Missouri Invitation to **Bid No. 26-024** has a response deadline of **2:00 p.m., CDT on May 5, 2026**.
- 1.3 Bids must be submitted electronically through the Jackson County Bonfire Portal at <http://jacksongov.bonfirehub.com> Bids submitted by any other method will not be accepted.
- 1.4 All submissions must be uploaded to the Bonfire website by **2 pm CDT on May 5, 2026**. Failure to do so will result in the rejection of your submission, as the software does not accept late entries. However, if you submit your proposal early, you can edit it up until the 2 pm deadline.
- 1.6 If bid documents are obtained by the Bidder from a source other than Bonfire, it will be the Bidder's responsibility to verify all due dates and pertinent information (Response Deadline, Questions Deadline, Intent to Bid Deadline, Addendums) in the Bonfire Portal.
- 1.7 Jackson County, Missouri reserves the right to split the contract award. Therefore, do not bid with the false pretense that this will only be awarded to a single company.
- 1.8 Jackson County, Missouri reserves the right to request clarifications on any bid.
- 1.9 Jackson County reserves the right to add and/or delete locations as necessary.

2.0 QUESTION PROCEDURE

- 2.1 All questions regarding this Invitation to Bid shall be communicated electronically through the Jackson County Bonfire Portal via the Opportunity Q&A on the Invitation to Bid. All questions must be received on the Bonfire Portal by **5:00 p.m. CDT on April 28, 2026**.
- 2.2 All answers to questions will be published via Addenda/Amendment to the Invitation to Bid on the Jackson County Bonfire Portal. Bonfire will only notify the Bidder(s) of addendums issued if they have obtained this Invitation to Bid through Bonfire.
- 2.3 Bidders and their agents (including subcontractors, employees, consultants, or anyone else acting on their behalf) must follow this procedure. Bidders or their agents may not contact any other County staff regarding matters covered by this Invitation to Bid during the solicitation and evaluation process. Inappropriate contact is grounds for REJECTION of the Bidder's submission.

3.0 BIDDING REQUIREMENTS

- 3.1 All work performed under this Contract shall be performed in the Greater Kansas City Metropolitan Area. If the Bidder is **not located** in the Greater Kansas City Metropolitan Area, documentation **on company letterhead** MUST Be submitted with your bid response detailing how your company would perform the work detailed herein.
- 3.2 If Bidder **is located** in the Greater Kansas City Metropolitan Area, **on company letterhead** provide company name and address and submit with your bid.
- 3.3 The Greater Kansas City Metropolitan Area is defined by these eight (8) Counties: Cass, Clay, Jackson, Lafayette, Platte, & Ray Counties in Missouri, Johnson & Wyandotte Counties in Kansas.
- 3.4 Jackson County, Missouri Invitation to **Bid No 26-024** has an **Intend to Bid** response deadline of **12:00 pm (noon) CDT on May 5, 2026**. This is two hours before bid submission deadline.

- 3.5 **MBE//WBE/VBE Goals:** Compliance with Chapter 6 of the Jackson County Code for Minority, Women and VETEREN Business Utilization *may* be required on this Invitation to Bid. The **MBE/WBE/VBE Participation Affidavit (Attachment C)** can be found in Attachment A, must be filled out and returned with your response if the MBE/WBE/VBE Participation Affidavit has goals assigned, the Recommended Awardee(s) will be required to submit a **List of Intended Subcontractors (LIS)** to the Compliance Review Office for approval before the final award. Only include if over \$50K
- 3.6 For Jackson County, Missouri Construction Projects: Compliance with Jackson County, Missouri Ordinance No. 5825 for **Responsible Bidders Affidavit** *may* be required for this bid. The **Responsible Bidders Affidavit** can be found in Attachment A. Only include if construction and over \$75K
- 3.7 Document Submittal: All documents listed herein the Required Submittal (Section 8.0) shall be submitted individually per the required document. Please do not submit bulk PDF documents of all the required documents for each individually required document. (print attachment A, complete, scan individually and attach).

4.0 AWARD REQUIREMENTS

- 4.1 Certificate of Insurance: The Successful Bidder will be required to submit to the Purchasing Department a Certificate of Insurance meeting or exceeding the positions of Item 15 "General Conditions" and Exhibit A included herein within ten (10) business days after receiving Notification of Award. The Certificate of Insurance must be received by the County prior to the commencement of any work on this contract.
- 4.2 Exempt Entity: Jackson County, Missouri is an exempt entity under Section 144.062 Revised Statutes of Missouri. Upon request of the Successful Bidder, Jackson County will issue a project specific Missouri State Sales Tax Exemption Certificate to the Successful Bidder and their named subcontractors to be utilized during the performance of this Contract. The certificate must be requested prior to the purchase of any goods, supplies, materials and/or equipment. Under no circumstances will this certificate be backdated to cover goods, supplies, materials, or equipment already purchased.
- 4.3 W-9 Form: The Successful Bidder must provide a complete IRS W-9 Form for this Contract.
- 4.4 Other Licenses: The Successful Bidder must provide upon written request, evidence of current required Federal, State, and Local Occupational Licenses.
- 4.5 **Dedicated email addresses:** All Purchase Orders, Award Letters and other information will be issued to awarded Bidders via email. It is the Bidders responsibility to **provide two (2) updated email addresses** for their company with their bid. It shall also be the responsibility of the Bidders awarded to keep the County updated on any changes to their email addresses during the term of any resulting contract.
- 4.6 PREVAILING HOURLY WAGE RATES: Compliance with the Prevailing Hourly Rate of Wages for Workmen *may* be required on this Contract pursuant to Section 290.262 RSMo 1994, the Division of Labor Standards, State of Missouri. The County's Annual Wage Order from the State of Missouri is included as part of this Invitation to Bid.
- 4.6.1 The Successful Contractor may request increases in Hourly Wage Rates quoted during the Term of the Contract only when the increase is equal to or less than the increase in the State of Missouri's Prevailing Hourly Rate of Wages for Workmen in that occupational title category. However, hourly rate increases will take effect only when the Successful Contractor has provided evidence in writing is such increases to the reasonable satisfaction of the Purchasing Supervisor and the Purchasing Department has indicated approval of such increase in writing.
- 4.6.2 PREVAILING WAGE RATES: Wage rates will only be utilized if a projected repair exceeds \$75,000. Only include if construction and over \$75K and is necessary
- 4.7 EXPERIENCE: The Successful Contractor must have a minimum of five (5) years' experience in the work described in the specifications and list references showing contracts held by your company, **providing the same services for other municipalities**. References and years' experience are to be noted on the **Statement of Contractors Qualifications** found in Attachment A. **NOTE:** Do not list Jackson County, Missouri as a reference here.

- 4.8 Insurance and Indemnification: The Successful Bidder shall indemnify, defend and save harmless the County against all damages to persons and property which may arise out of the work included in the performance of this Contract, including all claims for personal injuries and property damage and all losses, costs, attorney's fees or judgements which may arise out of any claims against the County. The Successful Bidder shall purchase and maintain as a minimum such insurance as described in Exhibit A of this Invitation to Bid. The Successful Bidder shall file with the County such Certificate of Insurance as described in Exhibit A and within the time specified in Exhibit A.

5.0 SPECIFICATIONS

- 5.1 The Successful Contractor shall make weekly deliveries throughout the high-demand seasons, in accordance to the requests of the using County Department. This includes the months of ~~May~~ ^{April} through October, depending on weather. The deliveries shall be started prior to 12pm noon.
- 5.2 The Successful Contractor is responsible for stocking all deliveries to the corresponding freezers at each delivery location.
- 5.3 The Successful Contractor is responsible for providing a freezer in dependable working condition with an acceptable aesthetic appearance. The freezers shall be placed in each of the marina locations, softball complexes, and the Longview Beach.
- 5.4 The Successful Contractor shall provide order sheets with available product and current pricing to each Concession Manager.
- 5.5 Purchase Orders and Billing
- 5.5.1 Purchase Orders: If awarded a contract as a result of this bid, the Successful Contractor MUST have a copy of a purchase order in hand PRIOR to providing any goods or services. Failure to adhere to this policy may result in the immediate termination of this Contract. Any purchase orders with funds remaining will be terminated at the expiration of this Contract.
- 5.5.2 It is the intent of Jackson County to email all purchase orders relating to this contract.
- 5.5.3 Deliveries are to be FOB Destination only. The Successful Contractor must pay for all freight, shipping, and other ancillary charges that may arise.
- 5.5.4 Due to various delivery locations, the Successful Contractor must reflect the PO number and delivery location on all invoices and packing slips. Invoice and packing slips are to be numbered and dated. Adherence to this policy will expedite the Successful Contractor's payment.
- 5.6 Price Increase/Decrease: Regarding the prices quoted herein, the Successful Contractor may increase or decrease said prices only when the increase/decrease applies to the General Public, and is stated officially **in writing** to the County, and does not exceed the suggested list prices as stated officially by the manufacturer. A price increase shall not take effect against the County until the Successful Contractor has verified the above conditions in writing to the reasonable satisfaction of the County's Purchasing Supervisor submitting a copy of Contractor's supplier Information, name, address, phone number, and contact person. Prices must be firm and fixed for a minimum of the first six (6) months of the period of this contract.
- 5.7 Samples: samples *may* be requested by the Evaluation Team during the evaluation process. Any requests of this nature will be done in writing from the County's Purchasing Department.
- 5.8 Substitute orders **will not be allowed** without expressed permission from Jackson County.

DELIVERY LOCATIONS AND POINT(S) OF CONTACT

5.9 Deliveries are to be F.O.B. Destination only. This list is subject to change.

No.	Delivery Location & Address	Point of Contact & Phone Number	Delivery Days
Fleming Park (Lake Jacomo)			
5.11	Jacomo Marina Concessions 7401 W Park Rd Blue Springs, MO 64015	Jill Furedy 816-795-8888 jmfuredy@jacksongov.org	One day after ordering
5.12	Misouri Town 1855 Gift Shop 8010 E Park Rd Lee's Summit, MO 64063	Jenna Peterson-Riley Amy Cole 816-246-1742 816-427-1705 jpetersonriley@jacksongov.org ACoale@jacksongov.org	Wednesdays or Thursdays preferred
Longview Lake			
5.13	Longview Marina Concessions 9898 Longview Rd Kansas City, MO 64134	Dave Bass Julie Corbett 816-966-0131 cbass@jacksongov.org jcorbett@jacksongov.org	One day after ordering
5.14	Fred Arbanas Golf Course Club House 11100 View High Dr Kansas City, MO 64134	Feresa Wood Trisha Maxwell 816-761-9445 fwood@jacksongov.org Trisha.maxwell@jacksongov.org	One day after ordering
5.15	Frank White Softball Complex 3901 SW Longview Drive Lee's Summit, MO 64081	Josh Carpenter 816-503-4876 816-918-2453 jncarpenter@jacksongov.org	Wednesdays or Thursdays preferred
5.16	Longview Beach 11101 Raytown Road Kansas City, MO 64134	Josh Carpenter 816-503-4876 816-918-2453 jncarpenter@jacksongov.org	Wednesdays or Thursdays preferred
Blue Springs, MO			
5.17	Blue Springs Marina Concessions 1700 NE Bowlin Rd Lee's Summit, MO 64064	Steve Hancock 816-795-1112 shancock@jacksongov.org	One day after ordering
Misc. Park Areas			
5.18	Fort Osage Gift Shop 105 Osage St Sibley, MO 64088	Fred Goss Tess Evans 816-650-3278 x2 fwgoss@jacksongov.org Tess.Evans@jacksongov.org	Wednesdays or Thursdays preferred
5.19	Kemper Day Camp 820 I S Jasper Bell Rd Blue Springs, MO 64015	Sarah Gauld Caitlyn Campbell 816-365-0411 816-365-7685 sgauld@jacksongov.org Caitlyn.campbell@jacksongov.org	Wednesdays or Thursdays preferred
5.20	Adair Softball Complex 4401 SW Lee's Summit Road Independence, MO 64055	Josh Carpenter 816-503-4876 816-918-2453 jncarpenter@jacksongov.org	Wednesdays or Thursdays preferred

6.0 EVALUATION PROCESS

- 6.1 All bids that are responsive to the General Conditions, Specifications, and other provisions of this Invitation to Bid will be evaluated.
- 6.2 An Evaluation Committee made up of Jackson County, Missouri Personnel will evaluate bids and make recommendations.
- 6.3 Jackson County, Missouri shall be the sole judge of the bids submitted, and its decisions shall be final.

7.0 ATTACHMENTS

- 7.1 Attachment A – Purchasing Forms to be downloaded, filled out and submitted with bid:

- 7.1.1 Affidavit
- 7.1.2 Certificate of Compliance Instructions
- 7.1.3 Statement of Contractor's Qualifications
- 7.1.4 Acknowledgment of Receipt of Addenda
- 7.1.5 Bidder's Quotation Sheet
- 7.1.6 Exhibit F – Bidder's Exceptions
- 7.1.7 Responsible Bidders Affidavit Only include if construction and over \$75K
- 7.1.8 Attachment C - M/W/V Participation Affidavit Only if Over \$50K

- 7.2 Attachment B – General Purchasing Information to be read prior to submitting your bid:

- 7.2.1 General Conditions
- 7.2.2 Exhibit A – Insurance

8.0 REQUIRED SUBMITTALS

- 8.1 The following information and/or forms **MUST** be submitted with your response to this Invitation to Bid:

- 8.1.1 Affidavit
- 8.1.2 Copy of Certificate of Compliance (*or application confirmation page*)
- 8.1.3 Statement of Contractor's Qualifications
- 8.1.4 Acknowledgement of Receipt of Addenda
- 8.1.5 Greater KCMO Metropolitan Area Information Memo (per section 3.0 - on company letterhead)
- 8.1.6 Bidder's Quotation Sheet
- 8.1.7 Exhibit F – Bidder's Exceptions
- 8.1.8 Dedicated Email Addresses (per section 4.5 – on company letterhead)
- 8.1.9 Responsible Bidders Affidavit Only include if construction and over \$75K
- 8.1.10 Attachment C - M/W/V Participation Affidavit Only if Over \$50K

- 8.2 Failure to include any of the items listed in this Section may result in the REJECTION of your submitted bid.