



## Request for Proposal

### Organizational Overview

Consolidated Library District 3 (aka Mid-Continent Public Library) was founded in 1965 and is a political subdivision of the state of Missouri. Mid-Continent Public Library (MCPL) has 31 branch libraries, one Administrative Headquarters, and one Warehouse Location serving Clay, Jackson and Platte Counties in Missouri. MCPL manages the Culinary Center at Green Hills Library. The Culinary Center provides a teaching kitchen for culinary literacy programming and incubator kitchens for use by startup food businesses.

### Requested Product or Service

Service to provide sanitizer, degreaser, and other chemicals needed for operation of a commercial kitchen.

And

Lease, maintenance, and repair of 1 (one) commercial dish machine to be located at the Culinary Center at Green Hills Library at address:

8581 N. Green Hills Road, Kansas City MO 64154

Service must begin and dish machine must be operational upon opening of the Culinary Center in August 2022.

### Contact Person

All inquiries concerning this Request for Proposals (RFP) should be directed to:

Xander Winkel

[xwinkel@mymcpl.org](mailto:xwinkel@mymcpl.org)

[Culinary Center at Green Hills Library](#)

[Mid-Continent Public Library](#)

816.741.4793

[8581 N. Green Hills Rd. KCMO 64154](#)

## **Project Scope**

Mid-Continent Public Library is seeking to lease 1 (one) commercial dish machine and service and repair for the leased machine.

Mid-Continent Public Library is seeking a service to provide monthly chemical delivery to the MCPL Culinary Center. Chemicals would include sanitizer, degreaser, oven cleaner, detergent, stainless steel cleaner, floor cleaner, and other chemicals that are appropriate for use in a commercial kitchen.

## **Timeline**

Posted – March 31<sup>st</sup>, 2022

Winner Selected -- As soon as April 15<sup>th</sup>, 2022

Dish Machines Installed – As early as July 1<sup>st</sup>, 2022 (pending construction timeline)

Dish Machines Installed – No later than August 10<sup>th</sup>, 2022

## **Proposals must include the following**

1. Brief description of vendor
2. Vendor contact
3. All monthly fees for lease(s), maintenance, repair, and all other applicable monthly or yearly fees associated with commercial dish machine lease
3. Pricing for kitchen chemicals including: dish machine specific chemicals, sanitizer, detergent, degreaser, oven cleaner, stainless steel cleaner, floor cleaner, and any other applicable chemicals for kitchen cleaning.
5. The terms of the lease(s), the current market value of equipment, interest used to calculate lease payment, and any residual value at the lease-end

## **Vendor Responsibilities**

1. Vendor must comply with all local, state, and federal guidelines and regulations
2. Vendor must add Mid-Continent Public Library as additionally insured to the vendor's liability insurance policies. See "**Insurance Requirements**"
3. Vendor provides monthly deliveries of kitchen chemicals delivered to the Culinary Center at Green Hills Library Center.
4. Vendor installs dish machines.
  - a. Preference will be given to companies with lease agreements closest to 1 (one) year.
5. Vendor performs general maintenance on machine as needed
6. Vendor repairs machine as required.
  - a. Preference will be given to companies who can guarantee service calls are responded to within 1 (one) business day

## **Basis of Awarding**

The right is reserved, as the interest of the Library may require, to waive any defects or all informalities in any proposal, to reject any or all proposals, to take any or all proposals under advisement or to accept any proposal as may be deemed to be in the Library's interest in meeting the standard of lowest and best proposal.

The Library is committed to Equal Opportunity Act. The respondent will not discriminate against any employee or applicant because of race, color, religion, sex, national origin, or sexual orientations. The respondent agrees to comply with the Fair Labor Standards Act, Fair Employment Practices, Equal Opportunity Act and other applicable State and Federal laws. Mid-Continent Public Library has a strict policy against all types of workplace harassment based upon the following: an individual's age, race, color, religion, gender, sexual orientation, gender identity or expression, pregnancy (including childbirth, lactation, and related medical conditions), genetic information (including testing and characteristics), national origin, ancestry, disability, marital status, amnesty, status as a covered veteran, association with anyone who is a member of a protected class, AIDS/HIV status, veteran status, uniformed servicemember status, or any other status protected by federal, state, or local laws.

Vendors, contractors, consultants, and their employees and sub-contractors are prohibited from engaging in any conduct constituting sexual or other discriminatory harassment that creates an intimidating, hostile, or offensive environment for staff, workers, visitors, and customers. Any such conduct in violation of this policy or toleration of such conduct by the contractor, its employees, or subcontractors may be cause for immediate termination of the contract and/or damages arising from or connected to the breach.

The Library has a goal of supporting small businesses and businesses with inherent challenges. Consequently, It's the Library's desire to engage a business certified by the Missouri Office of Equal Opportunity as Minority Business Enterprises (MBE) and/or Woman Owned Business Enterprises (WBE).

Mid-Continent Public Library is a political subdivision of the State of Missouri, and any contract developing from this RFQ is subject to the laws and regulations of the State governing its contracts, choice of law, venue, and other similar parameters for political subdivisions including RSMO Sec. 285.530.2. Pursuant to that section, any subsequent contract is contingent on providing Mid-Continent Public Library with an affidavit affirming enrollment and participation in a federal work authorization program respective to the employees working in connection with the services to be provided to Mid-Continent Public Library. Also, said firm does not knowingly employ any person who is an unauthorized alien in connection with the provision of those services.

## **For Contracts**

E-Verify (for over \$5,000 in annual business)

Mid-Continent Public Library is a political subdivision of the State of Missouri, and this contract (or arrangement) is subject to the laws and regulations of the State governing its contracts, specifically including RSMo Sec. 285.530.2. Pursuant to that section, this contract is contingent on your provision to Mid-Continent Public Library of an affidavit affirming that you have enrolled and participate in a federal work authorization program with respect to the employees working in connection with the services to be provided to Mid-Continent Public Library pursuant to this contract and that you do not knowingly employ any person who is an unauthorized alien in connection with the provision of those services.

Safety Training

Pursuant to RSMo Sec. 292.675 contractor shall provide a ten-hour OSHA Construction Safety Program for its on-site employees which includes a course in construction safety and health approved by OSHA, or a similar program approved by the Department of Labor and Industrial Relations which is at least as stringent as an approved OSHA program. All of contractor's on-site employees shall complete the program within sixty days of the date they begin work on the project.

**TERMINATION FOR NON-APPROPRIATION OF FUNDS** (for any contracts longer than 12-mo)  
Notwithstanding any other provision of this Contract, the Library shall not be obligated for the Contractor's performance hereunder or by any provision of this Contract during any of the Library's future fiscal years unless and until the Library Board appropriates funds for this Contract in the Library's Budget for each such future fiscal year. In the event that funds are not appropriated for this Contract, then this Contract shall terminate as of June 30 of the last fiscal year for which funds were appropriated. The Library shall notify in writing of any such nonallocation of funds at the earliest possible date.

**Anti-Discrimination Against Israel** (for over \$100,000 and more than 10 employees)  
In accordance with Missouri Revised Statute Section 34.600, titled the "Anti-Discrimination Against Israel Act," each party certifies it is not currently actively or indirectly engaged in and shall not, for the duration of the contract, actively or indirectly engage in a boycott of goods or services from the State of Israel and shall otherwise comply with the provisions of R.S.Mo. §34.600.

## **Insurance Requirements**

An acceptable Certificate of Liability Insurance with a minimum of the following limits:

### **GENERAL LIABILITY**

General Aggregate 2,000,000

Products Completed Operations Aggregate 2,000,000

Personal and Advertising Injury 1,000,000

Each Occurrence 1,000,000

Fire Legal Liability 50,000

Medical Payments 5,000

AUTO LIABILITY

COMBINED SINGLE LIMIT 1,000,000

WORKERS COMPENSATION 100,000/100,000/500,000

The Certificate Holder shall be an Additional Insured on a Primary & Non-Contributory Basis for All Liability policies (General Liability, Auto Liability, and Umbrella if applicable). A 30-day cancellation notice is required.

The Certificate Holder shall be:

Mid-Continent Public Library District #3

Atten. Qun Fang

15616 East 24 Highway

Independence, MO 64050

Fax 816-521-7253

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**Submitted By:**

Name of Corporation: \_\_\_\_\_

Incorporated under the laws of the State of: \_\_\_\_\_

Licensed to do business in the State of Missouri: Yes \_\_\_\_\_ No \_\_\_\_\_ (check one)

Title of Authorized Signatory: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

**Return Signed To:**

Xander Winkel

[xwinkel@mymcpl.org](mailto:xwinkel@mymcpl.org)