

**LAPEER COMMUNITY SCHOOLS**  
**BID PROJECT: LCS Pre-Owned School Bus Bid 2020-21**  
**INSTRUCTIONS TO BIDDERS**

**SUBMISSION OF BIDS:**

Due to Executive Order 2020-15, Lapeer Community Schools is functioning under “minimum basic operations” due to the COVID-19 pandemic. Lapeer Community Schools will accept **electronic/mailed proposals** for Pre-Owned School Buses as described within the specifications listed within Attachment “A”. **If any bidder is unable to submit bids electronically, they should contact Mark Rajter at 248-770-8442 to make alternative arrangements.**

Bidders are to submit all required documentation in one pdf document to:

[mrajter@lapeerschools.org](mailto:mrajter@lapeerschools.org) – “Proposal: LCS Pre-Owned Bus Bid 2020-21”

**All proposals must be received on or before 2:00 PM on Friday, May 15, 2020 (the “Due Date”).** At that time, the bid proposals received on or before the Due Date will be opened and read aloud remotely by the Owner, or its designee, remotely via Zoom Conference Call starting at 2:00 PM ET on Friday, May 15, 2020. The owner will not accept or consider any proposals received after the Due Date.

To join the Bid Opening meeting on Friday, May 15, 2020 at 2:00PM ET, go to:  
<https://zoom.us/j/91084889905?pwd=TGdERWxXN0JDVTlIQVczMXpmYnlLZz09>  
Meeting ID: **910-8488-9905**  
Password: **8bQiZM**

It is highly suggested that you create and test a Zoom account before the meeting.

Bids will only be accepted if they complete all forms provided in the bid packet. All Proposals shall be accompanied by a sworn and notarized statement disclosing any familial relationship that exists between the School District and/or any employee of the bidder and any member of the Board of Education/Superintendent of the Lapeer Community Schools. All Proposals must also include the executed form certifying the bidder’s status as a non “Iran Linked Business” as defined by Michigan Public Act 517 of 2012. Proposals that do not include these statements will not be considered or accepted by the Board of Education.

**Bid packs/specifications will be available Monday, May 4, 2020** on the State of Michigan SIGMA Vendor Self Service website, as well as on Lapeer Community Schools website: [www.lapeerschools.org](http://www.lapeerschools.org) under Administration/Business/LCS Bids. Lapeer Community Schools reserves the right to accept or reject any or all bids. Any bid may be withdrawn at any time prior to the scheduled time and date for the receipt of bids. Bids received after the specified time and date will not be opened.

Bids shall be made in full conformity with all the conditions set forth in the instructions and specifications. All questions concerning the bid specifications should be directed to Linda Thompson, Director of Transportation, Lapeer Community Schools, at [lthompson@lapeerschools.org](mailto:lthompson@lapeerschools.org) with the following subject line: “LCS Pre-Owned Bus Bid 2020-21- Request for Clarification”.

**TAXES:**

The successful bidder shall pay any and all applicable taxes required by law.

**ERRORS/OMISSIONS/DISCREPANCIES:**

Bidder shall not be allowed to take advantage of errors, omissions, or discrepancies in the specifications.

**QUALIFICATIONS OF BIDDER:**

Any bidder may be required to furnish financial references during the bid review and evaluation process.

**ADDENDA:**

Any verbal information obtained from or statements made by any representative of the school district shall not be construed as in any way amending the attached instructions, specifications, or documents. Only such corrections or addenda as are in writing to all bidders shall become a part of instructions, specifications or documents. Make reference to any such written addenda on the Bid Proposal Form.

**AWARD OF BIDS:**

The Board of Education reserves the right to accept or reject any or all bids, to award to other than low bidder, to award by item, group of items, or total bid, to waive irregularities and/or informalities, to negotiate with any or all of the bidders, and in general to make the award in any manner deemed by it, in its sole discretion, to be in the best interests of the School District.

**DEFENSE AND INDEMNIFICATION**

The successful bidder shall defend, indemnify, and hold harmless the Lapeer Community Schools (including its officials, officers, employees, and agents) from any and all claims, suits, losses, damages, costs, fines, expenses (including costs of defense, settlement and attorney's fees), and causes of actions, including any judgments which may be entered against them, arising out of or caused by, directly or indirectly, in whole or in part, any act, error, or omission of the successful bidder or their employees, agents, or representatives. The obligation of successful bidder to defend, indemnify, and hold harmless the Lapeer Community Schools as described above shall survive and continue after delivery and/or installation, acceptance by Lapeer Community Schools, and final payment.

**Specifications and Requirements: Attachment "A"**