

INVITATION TO BID 2021 LAWN MAINTENANCE SERVICES

Lapeer Community Schools is accepting sealed bids for Lawn Maintenance Services for 2021. Those submitting bids must bid all individual buildings. All bids must be returned in an envelope marked "Sealed Bid for 2021 Lawn Maintenance Services". Beginning **Friday, March 12, 2021**, bid packages will be available at the Administration & Services Center, 250 Second Street, Lapeer, MI 48446, on the State of Michigan SIGMA Vendor Self Service website, and on Lapeer Community Schools' website: www.lapeerschools.org under Administration > Business > LCS Bids.

DATE DUE:

Sealed written bids clearly marked "Sealed Bid for 2021 Lawn Maintenance Services" are due no later than **2:00 PM EST, Tuesday, March 23, 2021** at the Lapeer Community Schools Administration & Services Center, 250 Second Street, Lapeer, MI 48446. Bids received after 2:00 PM, Tuesday, March 23, 2021 will automatically be disqualified. All bids will be opened and read aloud at 2:00 PM, Tuesday, March 23, 2021.

MANDATORY PRE-BID MEETING

Tuesday, March 16, 2021 at 9:00 AM, EST, in Café at the Center of Innovation, 170 Millville Rd, Lapeer, MI 48446. Failure to attend the Mandatory Pre-Bid Meeting will result in your bid documents not being accepted by Lapeer Community Schools for this year. A site walk-through will be led by Operations Director after the Pre-Bid Meeting.

DISCLAIMER:

This request for bid does not commit Lapeer Community Schools to any specific course of action. Lapeer Community Schools reserves the right to not select any vendor or not purchase any goods and/or services resulting from this bid request.

CONTRACT:

Upon awarding of the bid, a contract shall be executed between the two parties with dates of service defined as of the date of the contract inception through the end of the calendar year, contingent on the weather conditions, for all materials and services provided, including all equipment that is owned and used to fill this contract. An insurance certificate for liability insurance naming Lapeer Community Schools as insured shall accompany the contract. An insurance certificate for liability insurance at a minimum level of \$1,000,000 naming Lapeer Community Schools as an additional insured shall accompany your bid documents.

SCOPE OF WORK:

Required Services:

1. The vendor shall provide lawn care services at each contracted site.
2. Vendors are responsible for removing garbage from areas to be mowed prior to mowing.
3. Vendor must provide a list of equipment and proof of staff to meet the contract agreement.
4. Vendors are to exercise care to avoid knurling trees and shrubs and other structures in and around the facilities. Contractors are responsible for any cost incurred from damage to the underlined areas.
5. All damages to District facilities must be reported to the Operations Director on the day of the occurrence.
6. The vendor is responsible for weed whipping around obstacles in and around the building and grounds. This is to include all ditches, all islands, all fences, sidewalks, curbs, light poles, trees, sign poles, etc.
7. Weed whipping around the outside fences of the athletic field is the contractor's responsibility.
8. No equipment is to be used during school hours or activities unless authorized by the Operations Director. He can be reached at (810) 358-3374.
9. All contractors must provide phone numbers where they can be reached during business hours of Lapeer Community Schools from 7:00 am – 4:30 pm.
10. Grass should be cut to a 3" depth. Any additional mowing costs in order to maintain the 3" depth should be listed separately in the bid. Any build-up of grass clippings will need to be removed from site by contractor.
11. All sites should be visited before submitting a bid. Any questions or concerns that could reflect additional cost needs to be brought up to the Operations Director before submitting their bid.

Attachment A – Building List/Price Sheet

Attachment B – Site Maps

BID PROJECT: 2021 LAWN MAINTENANCE SERVICES

INSTRUCTIONS TO BIDDERS

SUBMISSION OF BIDS:

Sealed proposals will be received until 2:00 PM on Tuesday, March 23, 2021, at the Lapeer Community Schools Administration & Services Center, 250 Second Street, Lapeer, MI 48446. Bid proposals received on or before the Due Date will be opened and read aloud by the Owner, or its designee at the Lapeer Community Schools Administration & Services Center.

Label the sealed bid envelope as follows: Sealed Bid for 2021 Lawn Maintenance Services. Faxed or emailed bids will not be accepted. Bids must be delivered by the date and time stated above to:

Lapeer Community Schools
Charles Lynch
250 Second Street
Lapeer, MI 48446

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 Friday, March 12, 2021 at the Administration & Services Center, 250 Second Street, Lapeer, MI 48446, on the State of Michigan SIGMA Vendor Self Service website, on Lapeer Community Schools' website: 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 Charles Lynch, Operations Director, Lapeer Community Schools, at clynch@Lapeerschools.org with the following subject line: "2021 Lawn Maintenance Service Bid- Request for Clarification".

MANDATORY PRE-BID MEETING:

A mandatory Pre-Bid Meeting is to be held **Tuesday, March 16, 2021 at 9:00 AM, EST**, in Café at the Center of Innovation, 170 Millville Rd, Lapeer, MI 48446. Failure to attend the Mandatory Pre-Bid Meeting will result in your bid documents not being accepted by Lapeer Community Schools for this year. A site walk-through will be led by Operations Director after the Pre-Bid Meeting.

TAXES:

Each bid shall include and the successful bidder shall pay any and all applicable taxes.

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.

REQUIRED FORMS:

- **Bid Form – 2021 Lawn Maintenance Services**
 - **Attachment “A” – Building List / Pricing**
 - **Iran Economic Sanctions Act Certification**
 - **Familial Disclosure Statement**
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BID PROJECT: 2021 LAWN MAINTENANCE SERVICE
Tuesday, March 23, 2021 2:00 PM

BID FORM

ACKNOWLEDGEMENTS:

In submitting the Proposals, the Company acknowledges the following:

ACCEPTANCE:

The undersigned understands the instructions to bidders and that Lapeer Community Schools reserves the right to reject any or all bids in whole or in part and to waive any informality therein.

TIME LIMIT:

The Undersigned agrees that the Proposal shall remain firm for 60 days from the date of bid opening.

DUE/OPENING:

No later than Tuesday, March 23, 2021 @ 2:00 PM at the Administration and Services Center, 250 Second Street, Lapeer, MI 48446.

TO:

Lapeer Community Schools
Attn: Charles Lynch
250 Second Street
Lapeer, MI 48446

MANDATORY PRE-MID MEETING:

Tuesday, March 16, 2021 at 9:00 AM, EST, in the Café at the Center for Innovation, 170 Millville Rd, Lapeer, MI 48446. A site walk-through will be led by the Operations Director after the Pre-Bid Meeting.

FAMILIAL DISCLOSURE STATEMENT:

All bidders must provide familial disclosure in compliance with MCL 380.1267 (P.A. 232 of 2004) and attach this information to the bid.

Attached hereto: Yes ___ No ___

IRAN ECONOMIC SANCTIONS ACT CERTIFICATION:

All bidders must provide a signed Certificate of Compliance in conformance with the Iran Economic Sanctions Act MCL 129.311 (P.A.517 of 2012) and attach the form to this bid.

Attached hereto: Yes ___ No ___

BID PRICE: See Attachment "A"

Firm: _____

Name/Title: (Print) _____

Address: _____

Phone No.: _____

E-Mail Address: _____

Total Bid Price: _____

Authorized Signature: _____ Date _____

Attachment "A" – Building List

OPERATIONS DEPARTMENT
Charles Lynch, Operations Director
Phone (810) 538-1622 – Fax (810) 667-2407

Lapeer Community Schools is accepting bids on lawn services for the schools/buildings listed below.

Services should include all required services outlined under the Scope of Work on the Notice of Request for Bid document. Please see outlining of areas on the attached Site Maps (**Attachment "B"**).

Bid should include a per site cost per mowing, and each bidder must bid every site (Lapeer Community Schools will assign each site before awarding bids to contractor).

Bids should be sent to: Attention: Charles Lynch, Operations Director, Lapeer Community Schools, Administration & Services Center, 250 Second Street, Lapeer, MI 48446.

Company Name (print) _____

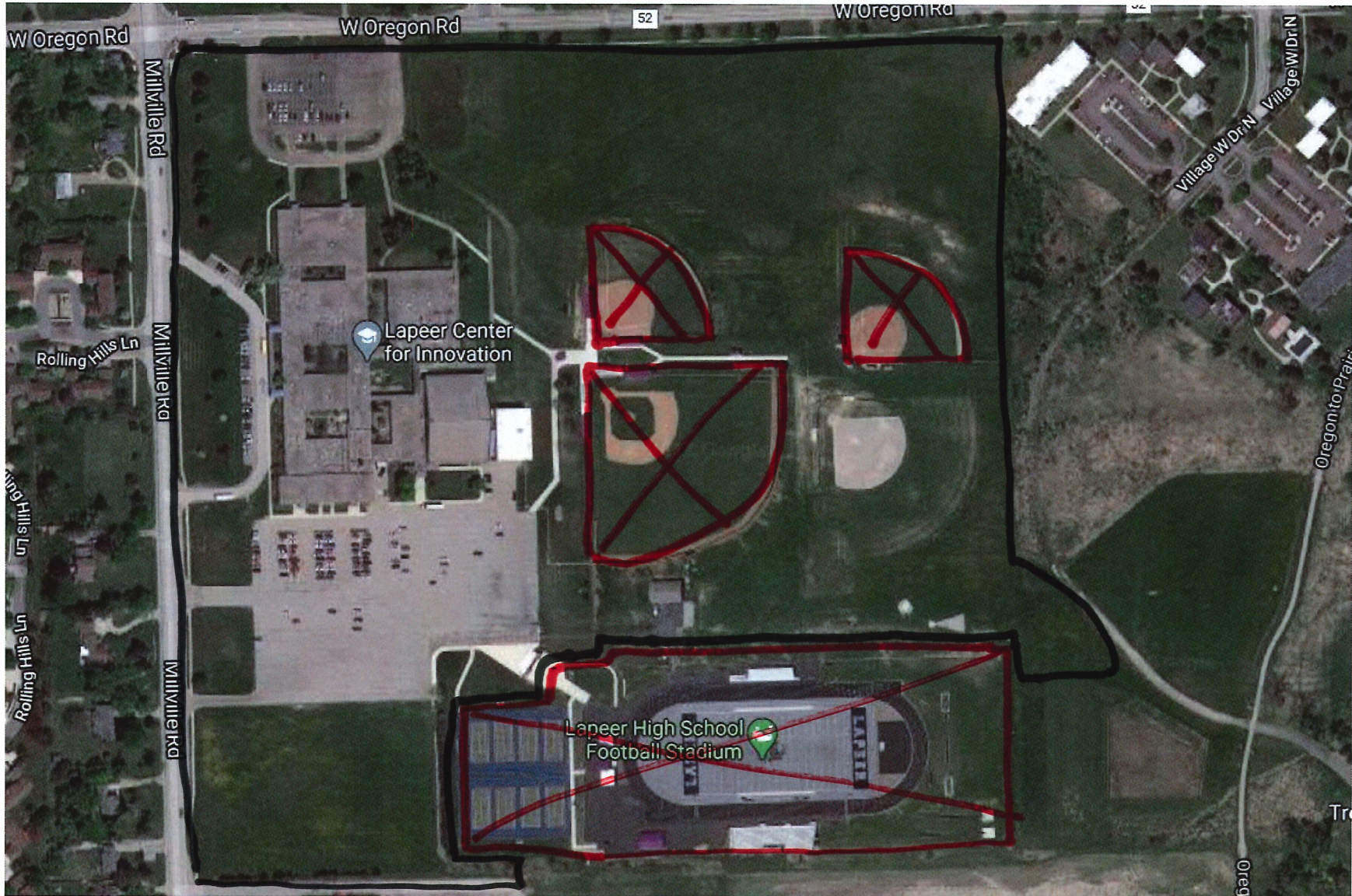
<u>Site</u>	<u>Cost Per Mowing</u>
Administration & Services Center	_____
Lynch	_____
Maple Grove	_____
Mayfield	_____
Murphy	_____
Schickler	_____
Turrill/Bus Garage	_____
Lapeer Virtual Partnership (Cramton)	_____
Lapeer High School (Formerly East HS)	_____
Center for Innovation (Formerly West HS)	_____
Rolland-Warner Campus	_____
Zemmer Campus	_____

Administration & Services Center
250 Second Street, Lapeer, MI 48446



Center of Innovation (Formerly West HS)

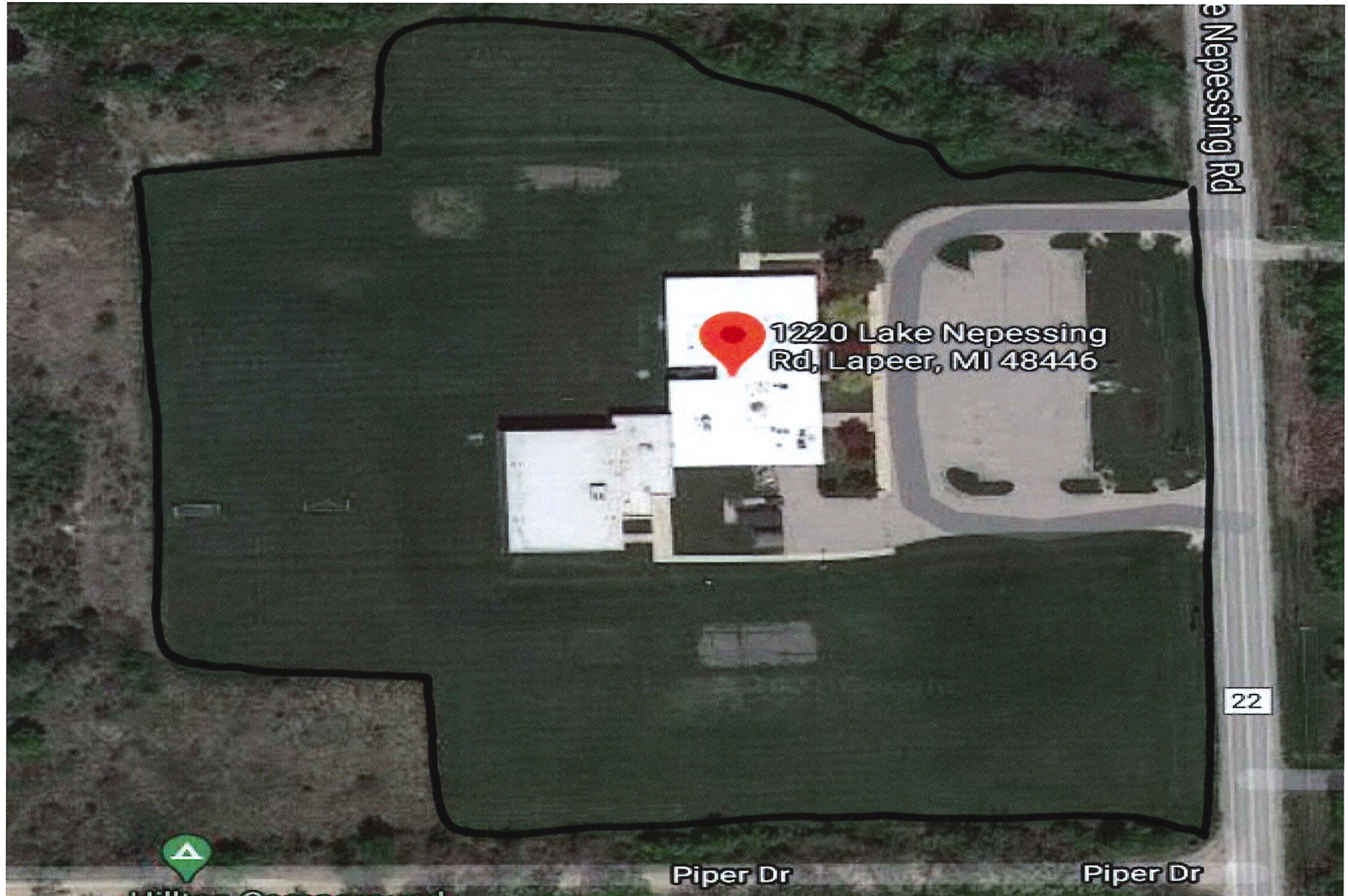
17 Millville Rd, Lapeer, MI 48446



Lapeer High School (Formerly East HS)
933 S Saginaw St., Lapeer, MI 48446



Lapeer Virtual Partnership (Cramton)
1220 Lake Nepessing Rd, Lapeer, MI 48446



Lynch Elementary
2035 Roods Lake Rd, Lapeer, MI 48446



Maple Grove
2020 Imlay City Rd, Lapeer, MI 48446



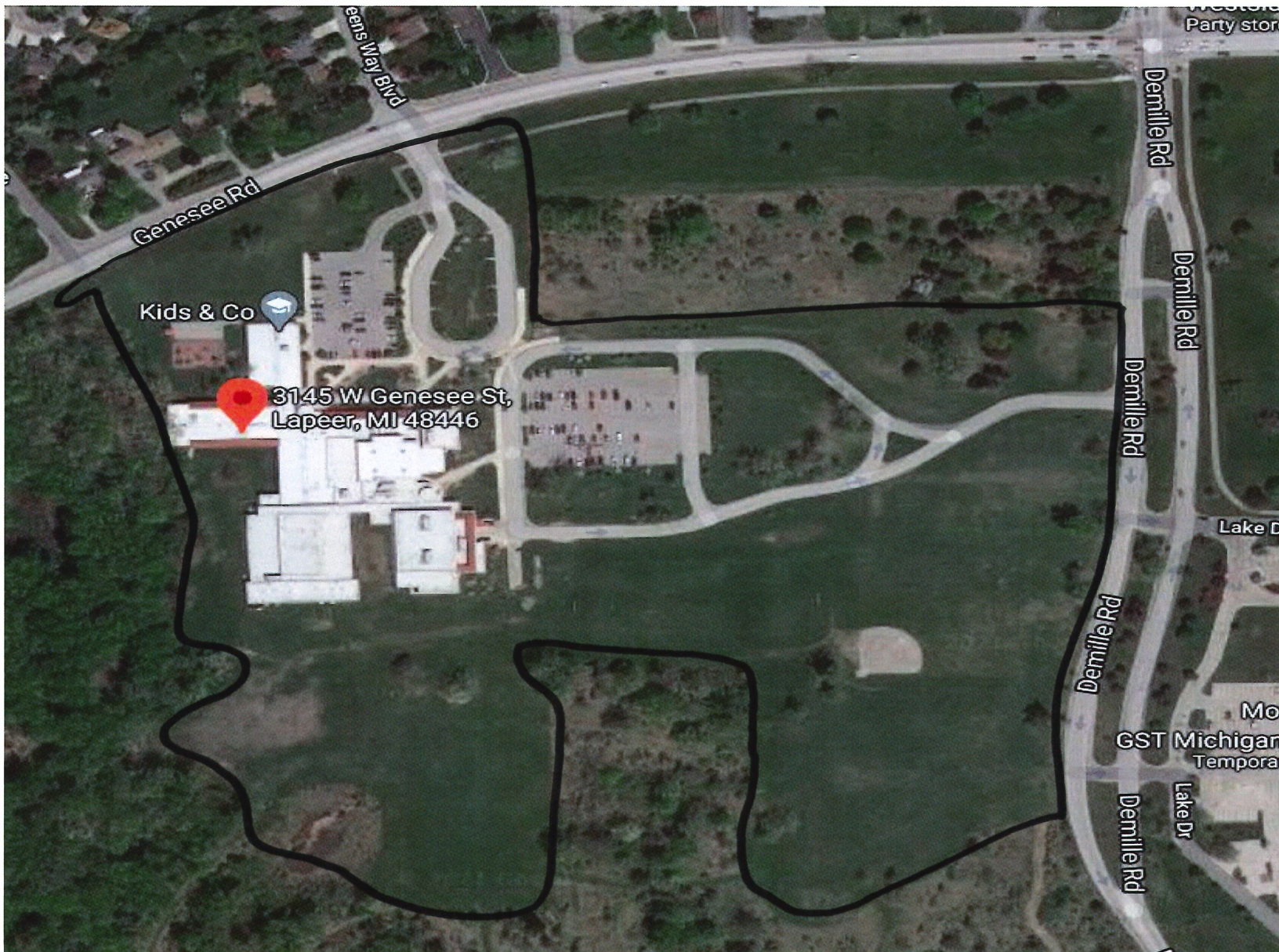
Mayfield Elementary
302 Plum Creek Rd, Lapeer, MI 48446



Murphy Elementary
1100 Pratt Rd, Metamora, MI 48455



Rolland-Warner Campus
3145 W Genesee Road, Lapeer, MI 48446



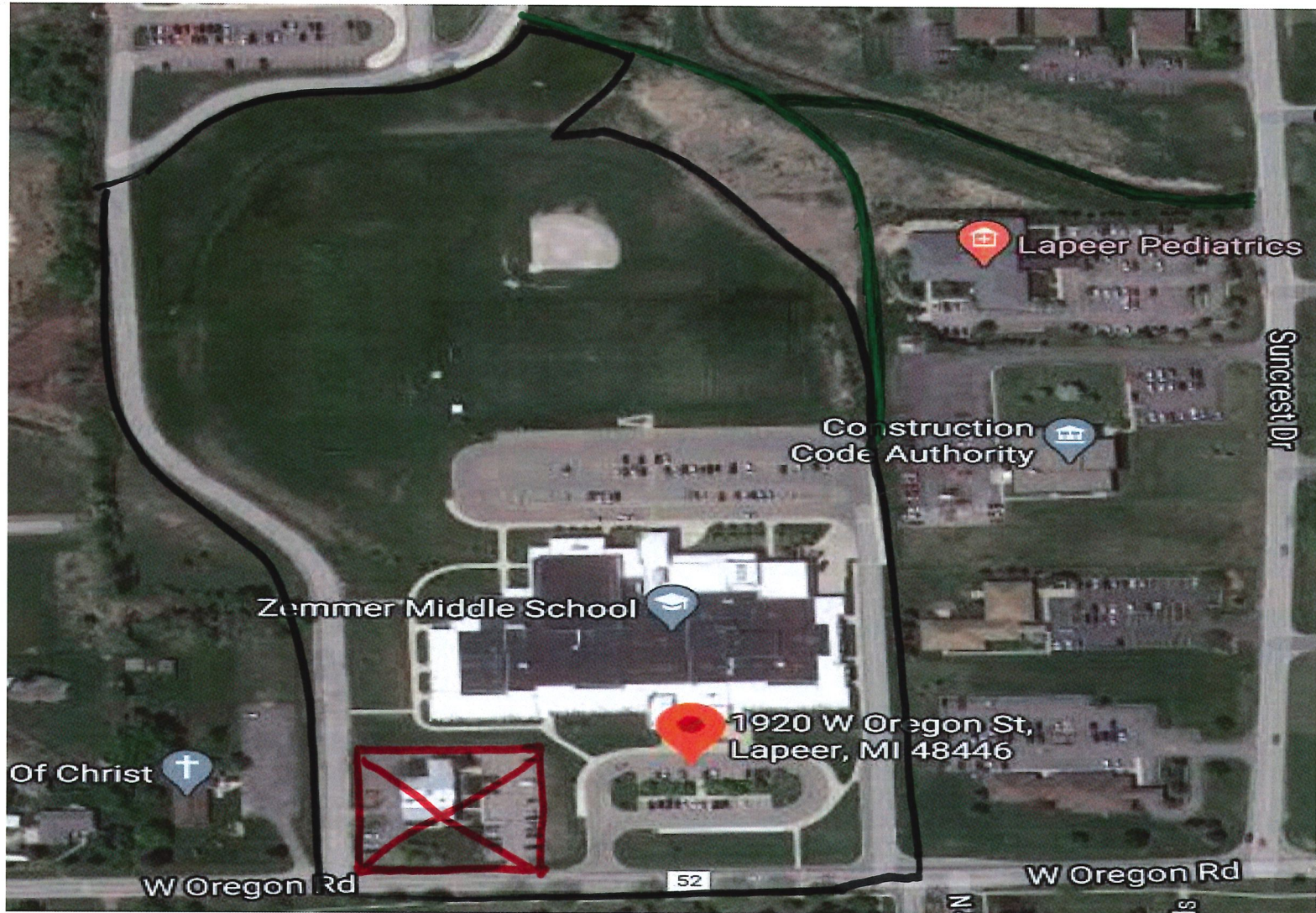
Schickler Elementary
2020 W Oregon Rd, Lapeer, MI 48446



Turrill Elementary
785 S Elm St, Lapeer, MI 48446



Zemmer Campus
1920 W Oregon St., Lapeer, MI 48446



*Walking paths from Zemmer/Suncrest Drive must be included as part of the Zemmer mowing cost in your bid. Walking paths are outlined in green.

FAMILIAL DISCLOSURE STATEMENT

AFFIDAVIT OF BIDDER

The undersigned, owner or authorized officer of _____ (the "Bidder"), pursuant to the familial disclosure requirement provided in the Lapeer Community School District advertisement for 2021 Lawn Maintenance Services Bid hereby represent and warrant, except as provided below, that no familial relationships exist between the owner(s) or any employee of the 'Bidder' and any member of the Board of Education, Intermediate School Board or the Superintendent of the School District.

List any Familial Relationships (or state 'None'):

BIDDER:

By: _____

Its: _____

STATE OF MICHIGAN)
)ss.
COUNTY OF _____)

This document was acknowledged before me on the ____ day of _____, 20____, by _____,

Notary Public

_____ County, Michigan

My Commission Expires: _____

Acting in the County of: _____

IRAN ECONOMIC SANCTIONS ACT CERTIFICATION

I am the _____ [title] of _____ [name of bidder],
or I am bidding in my individual capacity ("Bidder"), with authority to submit a binding bid to
Lapeer Community Schools. I have personal knowledge of the matters described in this
Certification, and I am familiar with the Iran Economic Sanctions Act, MCL 129.311, et seq.
("Act"). I am fully aware that the school district will rely on my representations in evaluating
bids.

I certify that Bidder is not an Iran-linked business, as that term is defined in the Act. I
understand that submission of a false certification may result in contract termination, ineligibility
to bid for three (3) years, and a civil penalty of \$250,000 or twice the bid amount, whichever is
greater, plus related investigation and legal costs.

(signature)

(printed)

(date)