

NOTICE
INVITING BIDS
LAKEWOOD PUBLIC SCHOOLS
BUYER: LAKEWOOD PUBLIC SCHOOLS
Michael O'Mara Superintendent
639 Jordan Lake Street
Lake Odessa MI 48849
616-374-8043

Lakewood Public Schools wishes to purchase and have installed new **MANUALLY OPERATED, OPEN WEAVE FABRIC WINDOW SHADES WITH INDEPENDENT CONTROL: BEAD CHAIN AND CLUTCH OPERATING MECHANISM** in the specified areas contained in the forthcoming bid document.

This bid will be for the purchase and installation in a "turn-key" manner, e.g. purchased, delivered, installed, tested, and ready for use.

Complete delivery and installation is expected to be made no later than *September 25th, 2009*

BID DOCUMENTS WILL BE AVAILABLE TUESDAY AUGUST 11TH, 2009 ELECTRONICLY VIA THE LAKEWOOD PUBLIC SCHOOLS WEBSITE.

Note: All rooms may not be available for installation at the same time; therefore successful vendor will be required to cooperate with schedule of the School as required.

Please be advised that this is a Michigan prevailing wage project.

- I. **BID OPENING**- Bids shall be received in public at LPS 639 Jordan Lake Street: Lake Odessa MI 48849. To be considered, your bid must be received at the address indicated above by 4:00 p.m., August 25, 2009. Bids not received by the 4:00 deadline will not be accepted. Bids may be submitted via sealed envelope to the physical address above. The outside of the envelope should clearly indicate "Mr. Michael O'Mara Lakewood Public Schools Window Treatment Bid".
- II. **METHOD OF AWARD**- The School reserves the right to reject any and all bids and to waive the informalities therein. Method of award shall be to the lowest responsive and responsible bidder, as determined by the School, in conjunction with criteria set forth below, if any:
 1. Delivery
 2. Warranty
 3. Completeness of bid package
 4. Ability of a bidders material to meet the specifications as described herein and best fulfill the needs of the School in its intended application, as determined by the School.

Lakewood Public Schools selection of a bid/proposal does not mean that all aspects of the submitted bid are acceptable to the School. LPS reserves the right to negotiate modification of bid prices, terms, conditions and other details with the vendor selected in accordance with the award criteria contained herein, prior to the execution of a contract to ensure a satisfactory procurement for the School.

Bids must include a sworn and notarized statement disclosing any familial relationships existing between the bidder and any member of the School Board or School Superintendent. The board will not accept a bid that does not include this notarized sworn statement