



## ***Township of Lapeer***

***Lapeer County, Michigan***

*1500 Morris Road, Lapeer, MI 48446*

*Phone (810) 664-3700*

*Fax (810) 667-4101*

### **BID REQUIREMENTS**

*In the event that your bid is accepted* the Lapeer Township board of Trustees requires the following:

- A completed form W-9, Request for Taxpayer Identification Number and Certification.
- Proof of Workers Compensation insurance **or** a signed Sole Proprietor form.
- Proof of liability insurance naming the Township of Lapeer as an “additional insured.”
- A signed hold harmless agreement.
- Invoicing for services is required to be submitted for ongoing contracts on a monthly basis. Invoices are to be received no later than the fifteenth of the month for the prior month’s service. Vendor checks are sent out monthly, the day following the Board of Trustees meeting.

The Township of Lapeer reserves the right to accept or reject any or all bids, to waive informalities or errors in the bidding process, and to accept any bid deemed to be in the best interest of the Township including bids that are not for the lowest amount.

Please attach a business card to your completed paperwork. If there are any questions please do not hesitate to call.

Thank you,

Dawn M. Walker, CMC  
Lapeer Township Clerk