



Purchasing Department
Ricardo Harris
Director of Purchasing, Contracts & Warehouse

NOTICE OF INTENT TO RECOMMEND TO AWARD

BID # 01SPECED26

Special Education Transportation Services

Dear Adam Fisher

We are pleased to inform you that after reviewing the bids submitted on **April 22, 2026** for the above referenced project, your company has been determined to be the apparent low bidder.

We will present our recommendation to award the project to your company to the Board of Education at the next scheduled Board meeting and is conditional upon their approval.

Attached to the e-mail are the following documents:

- Agreement: To be executed by successful Bidder. Submit one (1) copy, bearing an original signature.
- Insurance Certificates and Endorsements as required.
- Certifications to be Completed by Contractor
- Criminal Background Investigation/Fingerprinting Certification

Contractor must comply with the following conditions precedent within FIVE (5) calendar days of the date of this Notice of Award.

Contractor shall execute and submit the following Contract Documents by 4:00 p.m. of the **FIFTH (5TH)** calendar day following the date of the Notice of Intent to Award. Failure to properly and timely submit the following Contract Documents entitles District to foreclose on Contractor's bid bond and award the contract to the next responsive, responsible bidder. Please submit electronically by FIVE (5) days with original to follow in the U.S. Mail.

- a. Agreement: Submit one (1) copy, bearing an original signature. If Contractor is a corporation, Contractor must attach a certified copy of the corporation's by-laws, or the resolution of the Board of Directors of the corporation, authorizing the signatory to execute the Agreement and the bonds required by the Contract Documents.
- b. Insurance Certificates and Endorsements as required.
- c. Certifications to be Completed by Contractor
- d. Criminal Background Investigation/Fingerprinting Certification.

Please print and execute each of these documents and return to my attention at the address listed below within five (5) business days from receipt. Once all the required contract documents have been reviewed and accepted by the District; and the Board of Education has approved the award of this project, a Notice to Proceed will be issued.

Please ask your insurance company to submit one (1) copy of your insurance certificates along with endorsements naming the Lynwood Unified School District as an additional insured party in the amounts stated in the Special Conditions/Special Provisions.

Thank you,

Ricardo Harris,
Director of Purchasing, Contracts & Warehouse