

## PUBLIC NOTICE - INVITATION FOR BIDS

THE LITCHFIELD SCHOOL DISTRICT INVITES contractors to bid on lawn mowing and trimming services for three school locations. Bids are due **Friday, March 10, 2017 no later than 2:00pm eastern time**. All Bid Proposals received will be opened at a later date. Bids received after this date and time will not be accepted.

*Bid package is available on the District's web site: [www.litchfieldsd.org](http://www.litchfieldsd.org)*

Sealed proposals shall be placed in an envelope plainly marked BID DOCUMENTS, "**Quote for Lawn Mowing and Trimming**," for the LITCHFIELD SCHOOL DISTRICT. The outside of the envelope shall bear the name, address and telephone number of the bidder.

Proposals shall be delivered to: Mr. Frank Markiewicz-Business Administrator-Litchfield  
School District-1 Highlander Court-Litchfield, NH 03052

Faxed and/or email bids will not be accepted. No Proposal will be accepted after 2:00 pm cut off time.

SCHOOL ADMINISTRATIVE UNIT #27  
*Litchfield School District*  
1 Highlander Court  
Litchfield, New Hampshire 03052

**REQUEST FOR QUOTE**

District: The School Board of Litchfield School District

Project: Grounds Maintenance  
Grass Mowing and Trimming

Overview: Litchfield School District invites quotes for lawn mowing and trimming services for Litchfield School District as prescribed below.

Project Contact: Frank Markiewicz  
Business Administrator, SAU #27  
1 Highlander Court  
Litchfield, NH 03052  
[603] 578-3570

Due Date: Until 2:00 p.m. local time, on the 10th day of March 2017, the Litchfield School District will receive the original quote as herein set forth in a sealed envelope marked "Quote for Lawn Mowing and Trimming" at the office of:

School Administrative Unit #27  
1 Highlander Court  
Litchfield, NH 03052  
Attn.: Frank Markiewicz

E-mail, fax, or other forms of the proposal will not be accepted. Quotes received after the closing date and time will not be accepted. The outside of the envelope shall bear the name, address, and telephone number of the bidder.

**REJECTION/AWARD OF PROPOSALS:** The School District reserves the right to accept or reject any or all quotes, to negotiate with any or all Bidders, and to waive any informalities in the Request for Quotes process, and to enter into an agreement with the Bidder whom the School District in its sole discretion determines is in the best interest of the School District even though the Bidder may not submit the lowest bid or proposal. Bidders shall be responsible for any and all expenses that they may incur in preparing their proposals.

**WITHDRAWAL OF ANY PROPOSALS** is prohibited for a period of thirty (30) days after the proposal due date.

**BID AWARD:** The School District reserves the right to make awards within thirty (30) days after the date of the bid.

**NOTICE OF BID ACCEPTANCE:** The School District will issue an Award Letter to the successful bidder at the address given in the bid.

**BID PACKAGE:** Available on the District's website at [www.litchfieldsd.org](http://www.litchfieldsd.org)

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Bid Submission and Signature Page

## **SECTION A: INTRODUCTION**

### **I. OVERVIEW**

Litchfield School District (hereinafter referred to as the "District") is soliciting quotes for grounds maintenance to include grass mowing and trimming as needed for School District operations, located in Hillsborough County New Hampshire.

Litchfield School District currently has three sites:

Griffin Memorial School, 229 Charles Bancroft Highway  
 Litchfield Middle School, 19 McElwain Drive  
 Campbell High School, 1 Highlander Court

### **II. GENERAL INFORMATION**

The School District intends to enter into an agreement for the contract to begin in March, 2017 through June 30, 2017.

The Litchfield School Board (also referred to as the "District") has numerous acres of property that must be maintained. This Request for Quote concerns the maintenance of the grounds of the following properties:

Griffin Memorial School, 229 Charles Bancroft Highway  
 Litchfield Middle School, 19 McElwain Drive  
 Campbell High School, 1 Highlander Court

Litchfield is a high performing school district intent upon continuous improvement of the educational process, where student achievement is a daily focus. As such, the District expects all vendors and contractors seeking to conduct business with the District to understand that the educational mission requires a high level of quality and performance from each service provider. Responders to this RFQ should expect that the needs of the students come first in the School District and our focus is to bring products and services to the educational process that enhance student achievement, which will impact vendors and contractors in at least the following ways:

- o Safety measures must be at their highest levels to ensure staff, student, and visitor safety when school is in session.
- o The District reserves the right to determine the initial starting date and ending date for services under this contract and postpone or reschedule mowing operations when weather, testing, outdoor functions, financial or other conditions necessitate a reduction or change in mowing services.

- Smoking is not permitted on school grounds. The Contractor shall ensure all employees observe this law.
- The Contractor shall provide a list of available mowing/trimming equipment for this contract. The list must be submitted with the quote.

The School District prefers to maintain only one (1) contact person throughout the proposal process. Please appoint one (1) representative of your company with the responsibility for communicating with the District on all matters relative to this Request for Quote. During this process, all communications must be channeled through the Business Administrator to ensure proper documentation and dissemination of information, only email submission will be accepted at fmarkiewicz@litchfieldsd.org

The Form of Quote and the signature page must be completed in its entirety; failure to do so may render your quote incomplete and subject to disqualification. All information available regarding this bid is contained within this RFQ.

Your bid should include items, which, in your professional opinion, are needed to meet the basic requirements of the three school locations of the district. Deviations from the established format may result in disqualification of proposal. Your quote must clearly indicate any deviations.

#### Examination of Sites

Site Visits will be conducted by a District Manager upon request. Bidders should contact Dave Ross or Craig Reynolds at 603-578-3570, extension 3336 to make an appointment:

### **III. TERMS & CONDITIONS**

1. Your response to this RFQ must be received in writing on or before 2 PM on March 10th, 2017. Return the original response to the RFQ as required by the terms and conditions outlined herein (including all ancillary information and supporting data). Late proposals will not be considered. E-mails, facsimiles or other replies will not be considered. It is the responsibility of the Bidder to confirm that the bid was received on time.
2. Discrepancies in, omissions from, or any uncertainties regarding the specifications shall immediately be submitted in writing to the SAU business office at the above address by March 3, 2017. If clarifications are needed, written instructions or an addendum will be forwarded to all invited Bidders. The School District will not be responsible for oral interpretations. Issues/Questions received less than forty-eight (48) hours prior to due date cannot be responded to.
3. NOTE: THE RIGHT-TO-KNOW LAW SHALL APPLY TO ALL RESPONSES AND CORRESPONDENCE SENT TO SAU #27. Proposals and price quotations may be subject to review after issuance of a final purchase order by the School District. Any responses, materials, correspondence, or documents provided to the School District are subject to the State of New Hampshire Right-To-Know Law and may be released to third parties in compliance with that Law.
4. Litchfield School District reserves the right to solicit additional information from Bidders to determine which Bidder best meets the needs of the School District. Additional information may include (but is not limited to) past performance records; list of available personnel, plant and equipment; description of work which will be done simultaneously with the School District project; financial statements; on-site tour and evaluation by School District personnel; references, or any other pertinent information. The Litchfield School District also reserves the right to investigate any and all Bidders to determine the Bidder's ability to perform services under the RFQ.
5. The School District reserves the right to accept or reject any and all proposals, to negotiate with any and all Bidders, and to waive any informalities in the requests for proposals process, and to enter into an agreement with the Bidder whom the School District in its sole discretion determines is in the best interest of the School District even though the Bidder may not submit the lowest bid.

6. The School District cannot be responsible for any expenses incurred in the preparation of any proposal or presentation, nor does the Litchfield School District assume any contractual obligations by issuing this Request for Quote.
7. Successful Bidder agrees to maintain comprehensive general liability insurance, including contractual liability, with limits not less than \$1 million per occurrence and \$2 million aggregate; professional liability with limits not less than \$1 million per occurrence and \$3 million aggregate; automobile liability for owned, non-owned and hired vehicles with a combined single limit not less than \$1 million per occurrence; Employers Liability with a minimum limit of \$500,000; and Workers' Compensation to statutory limits as required by the State of New Hampshire. Successful Bidder agrees to have the Litchfield School District added as an additional insured with respect to comprehensive general liability insurance and provide the School District with 30 days prior written notice of any material changes in the above insurance. Successful Bidder shall provide the School District with a certificate of the above insurance coverage and amounts upon execution of this agreement.
8. The Bidder agrees to indemnify and hold harmless Litchfield School District, its school board members, officers, and employees from any and all damages, injury, loss, claims, demands, or causes of action in the event that the company or agency fails or neglects to comply with the insurance contract or policy, including, but not limited to, payment of claims in accordance with the contract or policy.
9. Bidders shall not use the name of the School District or its service marks, trademarks, or trade names without the prior written permission of the School District.
10. Bidder agrees that any personal injury to Bidder or third parties or any property damage incurred in the course of the performance of the services shall be the responsibility of the Bidder.

Bidder warrants that the Bidder's and/or the School District's use of products, process, techniques and methodologies recommended by Bidder or developed by Bidder shall not infringe upon the copyright, patent or other proprietary rights of others.

Bidder shall indemnify the School District, its school board members, officers, employees, agents and students from and against any costs, losses, damages, liabilities, expenses, demands and judgments, including court costs and attorney fees, which may arise out of Bidder's performance of services, except to the extent caused by the sole fault or negligence of the School District.

11. Bidder affirms that to the best of its knowledge, there exists no actual or potential conflict between Bidder and the School District, and its services under this agreement, and in the event of change in either its private interests or service under this agreement, Bidder will inform the School District regarding possible conflict of interest which may arise as a result of such change. Bidder also affirms that there exists no actual or potential conflict between a School District employee and Bidder that has not been disclosed.
12. It is expressly understood that Bidder is an Independent Contractor and not the agent, partner, or employee of the School District. By responding to this inquiry Bidder certifies that it is an Independent Contractor, licensed and bonded and is solely responsible for employment, acts and omissions, control and direction of its employees. Bidder and Bidder's workers are not employees of the School District and are not entitled to tax withholding, Workers' Compensation, unemployment compensation, or any employee benefits, statutory or otherwise. Bidder shall not have any authority to enter into any contract or agreement to bind the School District and shall not represent to anyone that Bidder has such authority.
13. The laws of the State of New Hampshire shall govern the interpretation and performance of this RFQ and any agreement entered into as a result of it. Any action brought to enforce any provision of the agreement shall be brought in the appropriate courts of the State of New Hampshire.
14. Litchfield School District is an Equal Opportunity, Affirmative Action employer. Successful Bidder and its

subcontractors (if any) shall not discriminate unlawfully against any employee or applicant for employment; nor shall they deny the benefits of this agreement to any person on the basis of race, religion, color, national origin, ancestry, physical handicap, mental disability, medical condition, marital status, age, sex, or sexual orientation. Bidders shall insure that the evaluation and treatment of employees and applicants for employment are free of such discrimination.

15. Bidder must comply with the provision of the State of New Hampshire and Federal OSHA laws, standards, and regulations.
16. The School District will use some or all of the following (not in any specific order) in the evaluation of the Bidder and services:
  - 1). Bidder's ability to fully satisfy each term and condition
  - 2). Compliance with the specifications noted herein
  - 3). General organization and experience
  - 4). Cost data (price and pricing protection)
  - 5). Financial stability of company
  - 6). Technical expertise demonstrated and/or available
  - 7). References from other customers
  - 8). Loaner and repair of equipment program if applicable

Any other factors that arise in the evaluation process that are not stated above can be used in evaluating proposals.

17. The agreement with the successful Bidder will include a provision that either party may terminate this agreement by giving the other party at least thirty (30) days prior written notice of the date of termination provided, however, that termination or cancellation of the agreement by either party shall not affect the collection, enforcement, or validity of any accrued obligations owed between the parties.
18. The agreement with the successful Bidder will include a provision that corrections that are deemed necessary and are determined to be at the sole fault of the Bidder will be made expediently and at no additional cost to the School District. This clause will survive the termination of this agreement, for any reason, and the expiration of the contract documents.
19. Litchfield School District is a tax-exempt institution, granted such status by authorized taxing units of the State of New Hampshire.
20. All notes, designs, drawings, memoranda, reports, computer programs (including supporting data which may be included in cards, tapes, discs, drums, CDs, portable memory, and the like), and other technical data, if any, furnished by the Bidder in connection with the RFQ shall be and become the property of the School District. All such notes, designs, drawings, memoranda, reports and other technical data shall be delivered to the School District upon demand, and the School District shall have the right to use them, for any purpose which it may deem desirable without the necessity of compensating the Bidder or any other person or persons for their use. No information, report, etc., developed in connection with the RFQ may be reproduced without the School District's prior written consent.
21. The Bidder selected must perform all work unless the School District specifically approves subcontracting in advance.
22. All Bidders must provide familial disclosure and attach this information to the bid proposal. The bid proposal will be accompanied by a sworn and notarized statement disclosing any familial relationship that exists between the District or any employee of the Bidder and any member of the Litchfield School Board, or the SAU #27. The School District will not accept a bid proposal that does not include this sworn and notarized disclosure statement.

#### **IV. SCOPE OF WORK**

The contract will encompass all landscape services, including at a minimum the following activities:

- All mowing, trimming, clean-up, plant & bed care, weeding, mulching, pruning and leaf removal will be done as often as needed to maintain a neat appearance.
- Mowing: all turf shall be mowed, edged and line trimmed around obstructions as often as needed to maintain a neat appearance. During periods of excessive rain or drought, the mowing frequency may be allowed to change as to avoid turf damage. Mowing direction shall be alternated with a diamond pattern in the turf to provide a uniform and unique look to the lawn (where accessible).
- Trimming: string line trimming around trees, landscape beds and other obstacles in the turf shall be performed with each mowing. String line trimming around sidewalks and curbs shall be performed every other mowing and or as needed to maintain a sharp edge between the concrete areas and the turf. Damage to plant materials due to string line trimming shall be replaced by the contractor within 10 days.
- Clean-Up: removal of all trash prior to mowing each time. Grass clippings will be removed from all hard surfaces prior to departure each time employees are on the premises. All trash and debris is to be removed from the property before departure.
- Plant & Bed Care: Excess soil/turf shall be removed from the property and not allowed back into the bed.
- Weeding: weeding in mulched beds shall be performed every week or as needed to maintain a neat appearance. Physical weeding shall be the preferred method of unwanted plants in mulched beds (care taken to remove the root of these plants). Chemical control only as needed. Weeds in seams and cracks of sidewalks and curbs shall be sprayed with a broad spectrum herbicide, as needed.
- Pruning: trees/shrubs/plants shall be pruned to maintain a natural appearance of the species with removal of non-variegated stems, stray shoots, suckers, and dead/damaged/diseased wood in the spring after flowering or late summer (depending on specific species requirement).
- Leaf Removal: leaves shall be removed from the turf as required.
- Athletic Fields: The grass should be mowed often enough so that not more than 1/3 of the leaf surface is removed at a mowing. Thus, no clippings should be visible. Visible clippings shall be removed. Generally, this means the field should be cut twice a week during the summer.
  - May through October-mowed twice per week
  - November through April- at least once per week or as needed in order to maintain an appropriate height and neat appearance.
  - Football Complex- should be cut twice a week with the second cut being no earlier than 48 hours from the first high school game played that week to insure that the field is at desired playing height and properly marked, after the second cutting, for each week's game during the fall football season
- Infields- all baseball and softball infields are to be clear of any grass, weeds and grass clippings at all times. Infields should be dragged at the time of each cut to discourage new plant growth on infields.

#### **Bid Proposals**

Bidder shall provide a designated account manager to the School District.

- a. The account manager shall provide the School District with appropriate contact information, including e-mail address, cell phone, and standard office phone number.
- b. The account manager shall be expected to contact the Business Administrator or his designee on a monthly basis. This contact is intended to provide a consistent line of communication between the School District and the Bidder.

- Additional contact with the Director or his designee will occur as requested by the Director.
- c. The account manager shall possess a general working knowledge of the Bidder's services, processes and all products used to complete the services for the School District.

Bidder shall provide MSDS sheets relating to specific products to be used on site and receive written permission from the District for use on property. If a product is no longer being manufactured or must be replaced by the Bidder, Bidder shall notify the Business Administrator or his designee of the change within 10 business days for approval of the change. Should the School District not be satisfied with the quality of the new product, a satisfactory replacement must be found and utilized by the Bidder.

#### **V. FORM OF PROPOSAL**

All responses to this RFQ shall consist of the signature page as a cover sheet and the responses to the following information, which must be numbered exactly as listed. The following requirements constitute the minimum for all bids. Failure to do so may render your proposal incomplete and subject to disqualification.

1. Provide a written response to:
  - a. Provide general information about your company including financial statements or annual reports. Brief description of company structure and parent company information.
  - b. Provide explanation and list of your company's services.
  - c. How long has your company been in business?
  - d. What reporting do you provide? What on-line reporting is available? Provide sample copies.
  - e. Explain how your company will meet our requirements for MSDS sheets?  
Also, include how often these will be updated.
  - f. Is there customer service help available? If yes, please explain the role of customer service, as it would relate to our account. What are the customer service hours of operations?
  - g. What will be the role of the designated account manager? How does the account manager interact with customer service?
  - h. Provide a list of existing customers currently using services from your company. *(This list can be returned upon request.)*
  - i. Submit a minimum of three (3) references of projects of similar size which is preferred or larger. Please include the contact name, organization, address, phone/fax numbers, and the date of the project.
2. Use the attached spreadsheet to document the total price to provide the services. All proposals pricing should include all time, materials, labor, shipping, etc. Any fees/charges not identified at this point will NOT be allowed for the term of the contract period. Prices will be firm for Twelve (12) months.
3. Provide a copy of your billing invoice for our review.
4. Submit, for our review, a copy of your company's contract.



Litchfield School District  
School Administrative Unit #27  
1 Highlander Court  
Litchfield, NH 03052  
Attn: Business Office

PROJECT NAME: Lawn Care and Maintenance RFQ

DUE DATE: March 10, 2017

CONTACT: Frank Markiewicz  
[fmarkiewicz@litchfieldsd.org](mailto:fmarkiewicz@litchfieldsd.org)  
[603] 578-3570

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ALL PAGES OF THIS DOCUMENT MUST BE RETURNED TO ENSURE A VALID BID. BIDS SUBMITTED WITHOUT ALL PAGES CAN BE RENDERED INVALID. SEND ALL CORRESPONDENCE, AND REFERENCE PROJECT NAME, TO THE ADDRESS SHOWN ABOVE ON THE LEFT. LITCHFIELD SCHOOL DISTRICT STANDARD TERMS AND CONDITIONS SHALL APPLY.

#### Lawn Care and Maintenance

By signing this bid form, such action certifies that the Bidder has personal knowledge of the following: That said Bidder has examined the RFQ and specifications, carefully prepared the bid form, and has checked the same in detail before submitting said bid; and that said bidder, or the agents, officers, or employees thereof, have not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with this bid. That all of said work will be performed at the Bidder's own proper cost and expense. The Bidder will furnish all necessary materials, labor, tools, machinery, apparatus and other means of construction in the manner provided in the applicable specifications, and at the time stated in the contract. The undersigned, being a reputable Landscape Contractor and having submitted the necessary pre-qualification forms, hereby submits in good faith and in full accordance with all specifications, attached or integral, his/her Bid Proposal for the landscape

Project Name \_\_\_\_\_

Name of Contractor \_\_\_\_\_

Authorized Signature \_\_\_\_\_

Name & Title of Signatory \_\_\_\_\_

Type of Organization: Corporation, Partnership, Proprietorship

SEAL: (if corporation)

SUMMARY OF EXPERIENCE Company Name: \_\_\_\_\_

Main Office Location: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone #: \_\_\_\_\_

FAX# \_\_\_\_\_

Email \_\_\_\_\_

Year Company founded \_\_\_\_\_

Years in Landscape Maintenance: \_\_\_\_\_

Last calendar year landscape maintenance volume \_\_\_\_\_

☐ Yes ☐ No Have you ever operated a landscaping business under another name? If so list previous name:

☐ Yes ☐ No Have you ever defaulted on a project? If so please explain:

☐ Yes ☐ No Do you have on staff a Licensed Pesticide Applicators licensed in New Hampshire? If yes, please list those who will be assigned to maintain the project and attach and label their current certificates.

Name \_\_\_\_\_ License # \_\_\_\_\_

#### REFERENCES

Complete and submit the following for three (3) projects of similar complexity as the project specified.)

Name of Project: \_\_\_\_\_

Address of Project: \_\_\_\_\_

Company: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Monthly Contract Amount:

- ☐ Less than \$500
- ☐ \$501 - 1,000
- ☐ \$1,001-\$2,000
- ☐ Over \$2,000

Years Serviced:

- ☐ Less than 1 year
- ☐ 1-3 years
- ☐ 3-5 years
- ☐ 5-10 years
- ☐ Over 10 years

Description of Work

## PROPERTY MAINTENANCE SCHEDULE

### I. Grounds and Athletic Fields

School grounds and the athletic fields should be made to look well groomed and maintained at all times. The fields shall be maintained from the beginning of April through the last week of October. Maintenance duties shall include the following procedures to be performed on the designated schedule.

#### 1. Weekly

- a. York rake (or equivalent) infields.
- b. Mow the athletic fields (including outside the fence)
- c. Trim edges of the athletic fields

#### 3. Seasonally

- a. Plug aeration (or equivalent) and dethatch athletic fields and around the playground (spring and fall).
- b. Fertilize, weed kill & seed as needed with material to be supplied by Contractor (spring and fall). Proper notification should be given to the school district when fertilization or weed killing is performed.
- c. Remove storm, fall and winter debris.
- d. Replenish playground Kiddie Cushion to include spreading at GMS playgrounds. (Spring and Fall)

#### 4. Annually

- a. PH test, with results reported to the Facilities Director.
- b. Adjust pH, through application of material to be supplied by Contractor.
- c. Fill holes and seed bare and worn spots by May 15<sup>th</sup>.
- d. Brush hog mowing steep banking outside the fences (Fall).

### II. Building and Parking Lot

Around the building and parking lots should be made to look well groomed and maintained at all times. They shall be maintained from the middle of April through the last week of October. Maintenance duties shall include the following procedures to be performed on the designated schedule.

#### 1. Weekly

- a. Mow around the building and parking areas.
- b. Trim edges around the building, sidewalks, sheds, fuel tanks and hillsides.

#### 3. Seasonally

- a. Dethatch around the building (spring and fall).
- b. Fertilize, weed kill & seed as needed with material to be supplied by Contractor (spring and fall). Proper notification should be given to the school district when fertilization or weed killing is performed.
- c. Remove storm, fall and winter debris.
- d. Trim bushes and shrubs (spring and fall).

#### 4. Annually

- a. PH test, with results reported to the Facilities Director.
- b. Adjust pH, through application of material to be supplied by Contractor.
- c. Fill holes and seed bare and worn spots by May 15<sup>th</sup>.
- d. Spring trimming/pruning of bushes and shrubs is to include any ornamental trees in the landscape. Trees and shrubs around the building will be mulched around, edged and cleaned.

<b>WORK DESCRIPTION / SERVICE</b>	<b>GRIFFIN MEMORIAL</b>	<b>LITCHFIELD MIDDLE</b>	<b>CAMPBELL HIGH</b>
<b>Grounds and Athletic Fields</b>			
<b>Weekly Services Rate per Occurance</b>			
<b>Estimated # of Occurance Per Year</b>			
<b>Seasonal Services Rate per Occurance</b>			
<b>Estimated # of Occurances Per Year</b>			
<b>Annual Services Rate per Occurance</b>			
<b>Estimated # of Occurances Per Year</b>			
<b>Building and Parking Lot</b>			
<b>Weekly Services Rate per Occurance</b>			
<b>Estimated # of Occurance Per Year</b>			
<b>Seasonal Services Rate per Occurance</b>			
<b>Estimated # of Occurances Per Year</b>			
<b>Annual Services Rate per Occurance</b>			
<b>Estimated # of Occurances Per Year</b>			

**(MUST return completed and notarized with bid)**

The members of the Litchfield School Board are: Brian Bourque, Derek Barka, Christina Harrison, Paula Izbicki, and Janine Lepore. The Litchfield School Superintendent is James O'Neill.

Owner/Employee Name	Related to:	Relationship
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____

□ There is no familial relationship that exists between the owner or any employee of the bidder and any member of the Litchfield (NH) School Board or SAU #27.

---

Print Name \_\_\_\_\_

Signature of Bidder Representative

Title

[illegible]

This instrument was acknowledged before me on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_,

By \_\_\_\_\_.

Notary Public

County, New Hampshire

My commission expires: \_\_\_\_ / \_\_\_\_ / \_\_\_\_