



LITCHFIELD COMMUNITY SCHOOLS



210 WILLIAMS STREET
LITCHFIELD, MICHIGAN 49252
PHONE: 517-542-2388
FAX: 517-542-2580

SMALL. . . **STRONG.** . . *COMMITTED.* . .

To Whom It May Concern:

Our school is accepting competitive bids from vendors for the item(s)/service(s) as detailed below. Please accept this letter as a request for your company to participate in the bid process. All written bids will be required to be mailed to me by noon on the date listed below. I can be contacted at the information below if you have any questions. Thank you for your consideration.

Sincerely,

Bill May, Maintenance Supervisor, william.may@litchfieldschools.com

Vendor Name	
Vendor Phone#	
Vendor Email	
School Name	Litchfield Community Schools
School Address	210 Williams St Litchfield, MI 49252
School Phone#	517-542-2388
Today's Date	07/12/2024
Deadline for Submission	8/12/2023

The Board of Education reserves the right to reject any or all bids, as well as waive any irregularities and to accept the bid that meets its requirements most satisfactorily.