



# LITCHFIELD COMMUNITY SCHOOLS



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

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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. We are looking for bids to patch, seal coat and paint our parking lot. 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](mailto:william.may@litchfieldschools.com)

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