

Request for Proposals

ASHFIELD ACCOUNTING SERVICES

412 Main Street in Ashfield, MA 01330

Proposals due Monday, June 12 at 12:00 PM

CONTACT INFORMATION:

PAUL MCLATCHY III

TOWN ADMINISTRATOR, CPO

412 Main Street

Ashfield, MA 01330

413-628-4441 X7

townadmin@ashfield.org

Request for Proposals

ASHFIELD ACCOUNTING SERVICES

412 Main Street in Ashfield, MA 01330

- The Town of Ashfield seeks proposals from qualified accounting firms to provide professional municipal accounting services for the town on a long-term basis, as well as temporary additional services to bring FY24 books up to date.
- The Town is requesting **three** separate price quotes:
 1. This quote includes working to bring FY24 books to date and is not expected to be a recurring annual cost.
 2. This quote includes just the higher-level functions of a town accountant, including, but not limited to: the filing of the Schedule A, Free Cash certification, journal entries, budget entries, cash reconciliation, entry of commitments, etc.
 3. This quote that includes the processing of biweekly warrants and posting receivables.

The final award will be made only to one entity- either for just numbers 1 & 2, or all three. Separate bids will **not** be awarded to multiple vendors. A detailed scope of services can be found in Parts 2A, 2B, and 2C.

- Services are expected to be needed on or about July 1st, 2024, through June 30th, 2025, with the opportunity for Town, at their sole discretion, to extend for two additional one-year terms, subject to Town Meeting appropriation and the availability of funding.
- The Town may cancel this procurement, in whole or in part, if such an act is deemed to be in the Town’s best interest.
- The Town will not be responsible for any costs incurred by a proposer in preparing and submitting a response to this RFP.
- Questions should be directed to Paul McLatchy III, Ashfield Town Administrator, at 413-628-4441 x7 or townadmin@ashfield.org by 12 PM on Monday, June 3, 2024.
- Sealed proposals should be marked “**Ashfield Accounting Services**” and will be received by the Town of Ashfield until **June 12 at 12 PM**. Emailed proposals will not be accepted. Proposals may be delivered via the following addresses:

United States Postal Service	Town of Ashfield PO Box 560 Ashfield, MA 01330-0560
UPS, Fedex, In-Person, etc.	Town of Ashfield 412 Main Street Ashfield, MA 01330

Proposals received after the deadline will not be accepted.

Paul McLatchy III
Town Administrator/Chief Procurement Officer

IMPORTANT DATES

06/03/2024	12 PM	Deadline for Written Questions
06/07/2024		Addenda disseminated, if needed
06/12/2024	12PM	Deadline for Submission of Proposals

ESTIMATED DATES

06/12/2024 through 6/21/2024	Proposals evaluated
6/24/2024	Contract Award

PART 1 GENERAL DESCRIPTION

The Town of Ashfield (“The Town”) seeks to contract with a vendor to discharge the duties contained in Massachusetts General Laws, Chapter 41, Sections 55 through 61, et al., for the proper and prudent management of the financial affairs of The Town. Accordingly, Ashfield is seeking an accountant for up to three years who is experienced, competent, and learned in public sector financial and legal matters and well-qualified to advise and assist The Town in the provision of town accounting services. The extension of services to a second and third year shall be at the sole discretion of The Town and subject to the availability of funding.

The Town of Ashfield has a population of 1,695. Ashfield’s finance office includes a 0.75 FTE Treasurer, a 1.00 FTE Collector, a 0.50 FTE Assessors Clerk, and a 1.00 FTE Town Administrator that serves as the Chief Financial Officer. The Town’s FY24 operating budget is \$7.1 million.

Ashfield transitioned in FY24 from Zobrio Fund Accounting to Vadar Systems. During this transition the town also converted to a new chart of accounts.

Prior to July 1, 2023, The Town contracted with the Franklin Regional Council of Governments (FRCOG) to provide accounting services. This did not include end-of-year closeout. After July 1, 2023 The Town has been through two part-time accountants.

Due to turnover and a delayed closure of FY23 books, The Town has contracted with an outside consulting firm to close and correct FY23 accounting books. While warrants and receivables have been kept current, FY24 will undoubtedly require additional work to ensure that it is up to date and accurate. We estimate that fifty (50) hours of extra work may be needed to bring the accounts into proper order, though the final number may be more or less.

The scope of services will be split into three parts- 2A, 2B, and 2C. 2A and 2B will be awarded to the most advantageous proposal. 2C will be an optional service The Town may elect to contract for if deemed to be advantageous to The Town.

PART 2A SCOPE OF SERVICES – FY24 CLEAN-UP

The Accountant shall work with the financial team to ensure that all FY23 closing balances are properly carried forward and accurately posted to FY24 accounts, and work to reconcile accounts, receivables, and cash with appropriate officials. Accounts payable warrants and receivables have been kept current, but no balancing with the treasurer or collector has occurred due to FY23 remaining open. As stated in Part 1, The Town is estimating approximately 50 hours of additional work will be needed to bring the FY24 books up to date. This is a one-time scope of service that will not be needed in future years.

PART 2B SCOPE OF SERVICES – GENERAL ACCOUNTING

The Accountant shall perform the necessary professional services required by The Town in the areas of town accounting services in a professional, competent, and expeditious manner under the direction of the Town Administrator.

- Act as the Town Accountant in conformity with the provisions of the Massachusetts General Laws, including, but limited to General Laws, Chapter 41, Sections 55 through 61, inclusive, et al., and the bylaws of the Town.
- Maintenance of detailed accounting records, assuring that accounting practices conform with the established policies and procedures and meets town, state, and federal requirements;
- Prepare year-end Schedule A report;
- Prepare Combined Balance Sheet and other financial records for DOR Free Cash certification;
- Conduct monthly reconciliation of cash with Treasurer;
- Conduct mandatory annual reconciliation with Treasurer;
- Conduct quarterly reconciliation with Collector;
- Conduct mandatory annual reconciliation with Collector;
- Entry of budget from town meeting votes and budget amendments into accounting system;
- Year End closing to include Balance Sheet, Income Statement, as well as preparation and submission of Town's Annual Report;
- In collaboration with Town Assessors, Town Clerk and other town employees as mandated, preparation of Recap;
- Prepare for town's next financial audit.
- Work to provide customized reports to department heads;
- Meet with town officials and department heads as needed.
- Run reports for department heads as requested.
- Other duties as needed

PART 2C SCOPE OF SERVICES – ACCOUNTS PAYABLE/ RECEIVABLE

This portion of the scope of services is an optional service the town may wish to contract for with the selected vendor. If not, the AP/payroll warrants and posting receivables will be handled by in-house staff trained in the software. Responsibilities would include:

- Preparation of the biweekly AP and payroll warrants and examination of bills for legality; note: the Treasurer is responsible for creation of the payroll, but the accountant enter the charges into the accounting software. A typical warrant usually contains 50-100 bills to be paid (including payroll entries).
- Create and upload to the website biweekly reports comparing budgets to actual expenditures;
- Review, and if accurate, post receipts into the revenue/general ledgers as submitted by the Treasurer.

PART 3 MINIMUM QUALIFICATIONS

All applicants must possess the following minimum qualifications:

1. Applicable professional registration and licensing in accounting, including Certified Governmental Accountant (CGA) as designated by the Massachusetts Municipal Auditors' and Accountants' Association and working knowledge of the Uniform Massachusetts Accounting System (UMAS), Massachusetts municipal finance laws, and standards established by the Governmental Accounting Standards Board (GASB).
2. Thorough knowledge of the Massachusetts municipal financial statutes and regulations governing municipal entities.
3. Experience serving as a Town accountant in Massachusetts for a minimum of 3 years or related experience, including audit or financial oversight in Massachusetts municipalities for a minimum of 3 years.
4. Documentation of the ability to provide adequate staffing throughout the contract. If a sole proprietor, qualified support must be documented.
5. Must have prior to the signing of the contract:
 - a. Bonded and insured in a minimum amount of \$500,000
 - b. Workers' Compensation insurance in accordance with all applicable state laws

PART 4 PROPOSAL SUBMISSION REQUIREMENTS

1. The submission and review of such proposals must comply with the provisions of Chapter 30B of the Massachusetts General Laws and any other applicable State and Federal regulations. Acceptance of any proposal to provide such services is subject to the continued availability of funds through the Town.
2. **IMPORTANT**: Proposals must be divided, with pricing information submitted separately from the balance of the proposal. A sealed envelope should clearly identify the party submitting the proposal and indicate that it contains pricing or non-pricing information. An original and one (1) copy of both the pricing and the non-pricing information must be contained in your submission. Both envelopes should be submitted to:

Town of Ashfield
Attn: Town Administrator
PO Box 560 / 412 Main Street
Ashfield, MA 01330-0560

3. Proposals must be received no later than 12:00 PM on June 12, 2024. Proposals may be changed or withdrawn prior to but not subsequent to this date by submission of such change in writing in a sealed envelope, identifying the submitting party and indicating that it contains a correction of the pricing or non-pricing section for the Ashfield Accountant Services proposal.
4. The contents of proposals will be kept confidential until the evaluation process is completed. However, at the time the non-price proposals are opened, a register of proposals, including the name of each proposer and the number of proposal modifications submitted by each proposer, will be made available to the public.

PART 5 SUBMISSION REQUIREMENTS

1. Each proposal submitted should contain the following:
 - a. Table of Contents;
 - b. A section with narrative responses to the Comparative Evaluation Criteria, explaining how each is met. The Criteria are listed in Part 6 below;
 - c. A list of at least five (5) references;
 - d. A list of projects, including a brief description of all similar projects completed within the past three (3) years within the Commonwealth of Massachusetts for similarly-sized communities. Note: For purposes of this proposal, services as an accountant or similar position for one (1) entity over a three (3) year period shall be considered as three (3) projects. Similar sized communities shall include any with a population of under 5,000.
 - e. A project staffing plan, including the name, title (if any), and role of all those who will be assigned to provide services;
 - f. A completed Price Proposal Submission Form (Attachment A);
 - g. A completed Compliance Certification (Attachment B);
 - h. For Corporations/LLCs/LLPs/Entities only, a completed Certificate of Authority - (Attachment C);
 - i. Plan of Services. A detailed plan of service describing the method undertaken to provide requested services.
2. If any part of the scope of services under this RFP is to be completed by a subcontractor, the proposer will provide a complete description of the services to be subcontracted for, along with a complete description of the qualifications and capabilities of the subcontractor. As part of the contract award for services, the Town reserves the right to approve or disapprove any and all such subcontractors and revoke any previous approval.

PART 6 COMPARATIVE EVALUATION CRITERIA

Each competing firm or individual must provide a brief narrative indicating if and how they meet the following Comparative Evaluation Criteria. Responses to each of these criteria will meet the following Comparative Evaluation Criteria. Responses to each of these criteria will be judged in four rating categories:

- **Highly advantageous**
- **Advantageous**
- **Not advantageous**
- **Unacceptable**

To what extent are the following met?

1. Relevant experience of the primary staff to be assigned to this project. Provide qualifications, including dates.

Highly Advantageous	10 or more years’ experience in municipal accounting, municipal finance, or related governmental experience
Advantageous	At least 5 but fewer than 10 years’ experience in municipal accounting, municipal finance, or related governmental experience
Not Advantageous	At least 3 but fewer than 5 years’ experience in municipal accounting, municipal finance, or related governmental experience
Unacceptable	Fewer than 3 years’ experience in municipal accounting, municipal finance, or related governmental experience

2. Number of qualified backup/temporary FTE staff who can fill in if the primary staffer is not available, not counting the primary project staff person.

Highly Advantageous	More than 2.00 FTE staff.
Advantageous	Between 1.00 FTE staff and 2.00 FTE staff
Not Advantageous	More than zero (0), but less than 1.00 FTE staff.
Unacceptable	Zero (0).

3. Amount of time to be spent physically on-site at Ashfield Town Hall during business hours in the span of one month (assume four weeks equals one month for the purpose of this criterion).

Highly Advantageous	More than 8.00 hours
Advantageous	Between 4.00-8.00 hours
Not Advantageous	More than 0.00 but less than 4.00 hours
Unacceptable	Zero (0.00) hours – I.e. <u>completely</u> remote

4. Number of similar general accounting service projects provided within the past three (3) years within the Commonwealth of Massachusetts, for similarly sized communities by the staff to be assigned to this project. Provide a brief service description and dates of services rendered.

Note: For purposes of this proposal, serving as an accountant similar position for one (1) entity over a three (3) year period shall be considered as three (3) projects. “Similarly sized” shall include municipalities under 5,000 in population.

Highly advantageous	10 or more projects
Advantageous	At least 5 but fewer than 10 projects
Not advantageous	At least 3 but fewer than 5 similar projects
Unacceptable	Fewer than 3 similar projects

5. Projects where the vendor has had to provide audit-like services to help bring financial books up to date in a town that was behind (a project being defined as a situation requiring at least 15 total hours above and beyond the normal amount of time needed to perform routine accounting services or 15 or more hours on a contracted basis focusing solely on bringing books up to date).

Highly advantageous	4 or more projects
Advantageous	2-3 projects
Not advantageous	1 project
Unacceptable	0 projects

6. References

Highly Advantageous	All five (5) references, very good to excellent
Advantageous	Four (4) of five (5) references very good to excellent
Not advantageous	Two (2) or three (3) fewer references very good to excellent
Unacceptable	Only one (1) reference very good to excellent or lower

PART 7 – RULE FOR AWARD

Proposals will be evaluated and ranked by a Review Committee comprised of representatives from the Town:

1. Price and non-price proposals will be separated. Price Proposals will consist of three parts as described in Parts 2A, 2B, and 2C.
2. Non-price proposals will be evaluated according to the Comparative Evaluation Criteria specified in Part 6 of this RFP. Evaluations will be in writing and will indicate the rating given for each criterion, the reasons for the rating, a composite rating of each proposal, and the reasons for the composite rating.
3. References will be conducted, and subject to the results, the proposal evaluation will be modified, and ratings adjusted as necessary.
4. If deemed necessary, the top proposers will be interviewed. Upon completion of interviews, the proposal evaluations will be modified and ratings adjusted as necessary.
5. After the non-price proposals have been fully evaluated and ranked, price proposals will be opened. Price comparisons will be based on the total fee proposal submitted, including all tasks in the Scope of Services listed in Part 3. For comparison, the total of Parts 2A, 2B, and 2C will be considered.
6. Finally, the most advantageous proposal will be chosen based on price and non-price factors. The Town will determine the issuance of a Notice of Award and recommendations to enter a contract. The Town, through its Select Board, will contract with the identified most advantageous respondent. The selection will be based on weighting both qualifications and price as well as the following factors:
 - a) Whether or not the submission procedures and requirements as set forth in this RFP have been met;
 - b) Whether or not the minimum requirements as set forth in this RFP are met;
 - c) Whether or not the firm's or individual's references are satisfactory;
 - d) The merits of the proposed plan of services;
 - e) Results from personal and/or telephone interviews, if conducted;
 - f) The comparative evaluation ratings; and
 - g) The price submission

As previously noted, the Town reserves the right to reject any proposal which, in its judgment, fails to meet the requirements of this RFP or which is incomplete, conditional, or obscure; or which contains additions or irregularities; or in which errors occur; or if it is determined to be in the best interests of the Town and the participating communities.

The Town reserves the right to waive minor discrepancies or permit a competing firm to clarify such discrepancies and conduct discussions with all qualified competing firms in any manner necessary to serve the best interests of the Town. The Town reserves the right to award the contract up to thirty (30) days after the proposal due date. The Town also reserves the right to award a contract based upon written proposals received without additional discussions or negotiations.

The Ashfield Selectboard will be the awarding authority.

ATTACHMENT A – PRICE PROPOSAL SUBMISSION FORM

PRICE PROPOSAL SUBMISSION FORM
Ashfield Accountant Services

Name of Firm/Individual: _____

Street: _____

City/Town: _____

State: _____

Zip Code: _____

Refer to Part 2 for Task Descriptions

Price Proposal, Part 2A, for FY2025: \$ _____

In Words: _____

Price Proposal, Part 2B, for FY2025: \$ _____

In Words: _____

Price Proposal, Part 2C, for FY2025: \$ _____

In Words: _____

Total Price Proposal, Parts 2A, 2B, 2C for FY2025: \$ _____

In Words: _____

This price proposal is inclusive of all labor, overhead, and indirect and direct costs.

SUBMITTED BY:

Name/Title: _____

Signature: _____

Date: _____

ATTACHMENT B – COMPLIANCE CERTIFICATIONS

Certificate of Non-Collusion

The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

Non-Discrimination and Affirmative Action

The Contractor agrees to comply with all applicable Federal and State statutes, rules and regulations prohibiting discrimination in employment, including but not limited to, the Americans with Disabilities Act 42 USC 12101, 28 CFR Part 35, or as amended; 29 USC S.791 et. seq.; Executive Orders 227, 237, 246; MGL C. 151B; and MGL C. 272, S. 92A, S98 et.seq., or any amendments to these provisions. Pursuant to Executive Orders 227 and 246, the Contractor is required to take affirmative actions designed to eliminate the patterns and practices of discrimination including providing written notice of its commitment to non-discrimination to any labor association with which it has an employment agreement, and to certified minority and women-owned businesses and organizations or businesses owned by individuals with disabilities. The Town shall not be liable for any costs associated with the accountant's defense of claims of discrimination.

Public Contracts Debarment

In connection with this bid and all procurement transactions, by signature thereon, the respondent certifies that neither the company nor its principals are suspended, debarred, proposed for debarment, declared ineligible, or voluntarily excluded from the award of contracts, procurement or non-procurement programs from the Commonwealth of Massachusetts, United States Federal Government and/or the municipalities. "Principals" means officers, directors, owners, partners and persons having primary interest, management or supervisory responsibilities with the business entity. Vendors shall provide immediate written notification to the municipalities at any time during the period of the contract of prior or prior to the contract award if the vendor learns of any changed condition with regards to the debarment of the company or its officers. This certification is a material representation of fact upon which reliance will be placed when making the business award. If at any time it is determined that the vendor knowingly misrepresented this certification, in addition to other legal remedies available to the municipalities, the contract will be cancelled and the award revoked.

Qualifications

The Contractor represents that it is qualified to perform the services required under this contract and possesses or shall obtain all requisite licenses and permits.

Tax Compliance Certification

Pursuant to M.G.L. c. 62C, §49A, I certify under the penalties of perjury that, to the best of my knowledge and belief, I am in compliance with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

Employment Security Contributions and Compulsory Workers' Compensation Insurance

Pursuant to MGL C.151A, S.19 and MGL C.152, the Contractor certifies with all laws of the Commonwealth relating to payments to the Employment Security System and all Commonwealth laws relating to required worker's compensation insurance policies.

Signature

Name of Person Signing Proposal

Name of Business

Date

ATTACHMENT C – CERTIFICATE OF VOTE

CERTIFICATE OF VOTE

(to be filed if Contractor is a Corporation)

I, _____, hereby certify that I am the duly qualified and acting
(Secretary of the Corporation)

Secretary of _____ and I further certify that a meeting of the Directors of
(Name of Corporation)

said Company, duly called and held on _____, at which all Directors were
(Date of Meeting)

present and voting, the following vote was unanimously passed:

VOTED: To authorize and empower

Anyone acting singly, to execute Forms of General Bid, Contracts or Bonds on behalf of the Corporation.

I further certify that the above vote is still in effect and has not been changed or modified in any respect.

By: _____
(Secretary of Corporation)

A True Copy:

Attest: _____
(Notary Public)

My Commission Expires: _____
(Date)

ATTACHMENT D – SAMPLE CONTRACT

AGREEMENT

The following provisions shall constitute an Agreement between the Town of Ashfield, with an address of 412 Main Street, Ashfield Massachusetts, acting by and through its Selectboard, hereinafter referred to as "Town", and _____, with an address of _____, hereinafter referred to as "Contractor", effective as of the ____ day of _____, 2024. In consideration of the mutual covenants contained herein, the parties agree as follows:

ARTICLE 1: SCOPE OF WORK:

The Contractor shall perform all work and furnish all services necessary to provide the Town with Municipal accounting services for the contract term in accordance with the specifications contained in Parts 2A, 2B, and if applicable, 2C.

ARTICLE 2: TERM OF CONTRACT:

The contract term shall commence on July 1, 2024 and terminate on June 30, 2025. The Town may in its sole discretion exercise its option to extend the term of the Agreement for two additional one (1) year terms, which shall be exercised not less than thirty (30) days prior to the expiration of the current term.

ARTICLE 3: COMPENSATION:

The Town shall pay the Contractor for the performance of the work outlined in Article 1 above the contract sum of _____ per month for regular accounting services for FY25.

ARTICLE 4: CONTRACT DOCUMENTS:

The following documents form the Contract and all are as fully a part of the Agreement as if attached to this Agreement or repeated herein:

1. This Agreement.
2. Amendments, or other changes mutually agreed upon between the parties.
3. All attachments to the Agreement.

In the event of conflicting provisions, those provisions most favorable to the Town shall govern.

ARTICLE 5: CONTRACT TERMINATION:

The Town may suspend or terminate this Agreement by providing the Contractor with ten (10) days written notice for the reasons outlined as follows:

1. Failure of the Contractor, for any reason, to fulfill in a timely and proper manner its obligations under this Agreement.
2. Violation of any of the provisions of this Agreement by the Contractor.
3. A determination by the Town that the Contractor has engaged in fraud, waste, mismanagement, misuse of funds, or criminal activity with any funds provided by this Agreement.

The Town may terminate this Agreement at any time for convenience by providing the Contractor written notice specifying therein the termination date which shall be no sooner than thirty (30) days from the issuance of said notice. Upon receipt of a notice of termination, the Contractor shall cease to incur additional expenses in connection with the Agreement. Upon such termination, the Contractor shall be entitled to compensation for all satisfactory work completed prior to the termination date as determined by the Town. Such payment shall not exceed the fair value of the services provided hereunder.

The Town may immediately terminate or suspend this Agreement in the event that the appropriation(s) funding this Agreement is eliminated or reduced to an amount which will be insufficient to support anticipated future obligations under this Agreement.

ARTICLE 6: INDEMNIFICATION:

The Contractor shall defend, indemnify and hold harmless the Town and its officers, agents, and all employees from and against claims arising directly or indirectly from the contract. Contractor shall be solely responsible for all local taxes or contributions imposed or required under the Social Security, Workers' Compensation, and income tax laws. Further, the Contractor shall defend, indemnify and hold harmless the Town with respect to any damages, expenses, or claims arising from or in connection with any of the work performed or to be performed under this Agreement. This shall not be construed as a limitation of the Contractor's liability under the Agreement or as otherwise provided by law.

ARTICLE 7: AVAILABILITY OF FUNDS:

The compensation provided by this Agreement is subject to the availability and appropriation of funds.

ARTICLE 8: APPLICABLE LAW:

The Contractor agrees to comply with all applicable local, state and federal laws, regulations and orders relating to the completion of this Agreement. This Agreement shall be governed by and construed in accordance with the law of the Commonwealth of Massachusetts.

ARTICLE 9: ASSIGNMENT:

The Contractor shall not make any assignment of this Agreement without the prior written approval of the Town.

ARTICLE 10: AMENDMENTS:

All amendments or any changes to the provisions specified in this Contract can only occur when mutually agreed upon by the Town and Contractor. Further, such amendments or changes shall be in writing and signed by officials with authority to bind the Town. Additionally, all amendments and changes shall be approved by the Town Accountant prior to execution by the awarding authority. No amendment or change to the contract provisions shall be made until after the written execution of the amendment or change to the Contract by both parties.

ARTICLE 11: INSURANCE:

The Contractor shall be responsible to the Town or any third party for any property damage or bodily injury caused by it, any of its subcontractors, employees or agents in the performance of, or as a result of, the work under this Agreement. The Contractor and any subcontractors used hereby certify that they are insured for workers' compensation, property damage, personal and product liability. The Contractor and any subcontractor it uses shall purchase, furnish copies of, and maintain in full force and effect insurance policies in the amounts here indicated.

General Liability

Bodily Injury Liability: \$1,000,000 per occurrence
Property Damage Liability \$ 500,000 per occurrence
(or combined single limit) \$1,000,000 per occurrence

Automobile Liability

Bodily Injury Liability: \$1,000,000 per occurrence
Property Damage Liability \$ 500,000 per occurrence
(or combined single limit) \$1,000,000 per occurrence

Workers' Compensation Insurance

Coverage for all employees in accordance with Massachusetts General Laws

Prior to commencement of any work under this Agreement, the Contractor shall provide the Town with Certificates of Insurance which include the Town as an additional named insured and which include a thirty-day notice of cancellation to the Town.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed on the day and year first above written.

CONTRACTOR

TOWN OF ASHFIELD

Signature

Steven Gougeon, Chair

Printed Name

Thomas Carter, Vice-Chair

Title

Todd Olanyk, Member

Approved as to Availability of Funds for the Fiscal Year Beginning July 1, 2024:

Financial Officer

(\$ _____)
Contract Sum