



Concord Main Office  
21 Chenell Drive  
Concord, NH 03301  
603.228.9680  
800.826.3700  
603.225.3304 (fax)  
www.gsil.org

**Letter of Agreement**

I, \_\_\_\_\_ of \_\_\_\_\_ agree to comply with the following guidelines as required by Granite State Independent Living (GSIL), Concord, NH for contracting services.

**General Requirements:**

1. NH Barrier Free Design Code, American National Standards Institute (ANSI), Uniform Federal Accessibility Standards (UFAS), Uniform Building Code and ADA Guidelines (ADAG)
2. Shall make accessible, upon request of the agency or its agent: full work site access for assessment and inspection purposes.
3. Apply for and pay all required fees for building permit.
4. Dispose of all construction related debris from work site in code legal manner.
5.
  - a. Provide and install disconnect switch with installation of wheelchair lifts, vertical lifts and/or elevators.
  - b. Provide and install vehicle modifications: Lift systems, ramp systems, hand controls, 6-way power seats, etc.
6. Provide installation of concrete pad for wheelchair lifts, either by your company or by subcontractor.
7. Maintain at least \$1,000,000.00 insurance coverage for general liability and bodily injury and \$500,000.00 \* insurance coverage for workmen’s compensation.
8. Prior to final payment approval, provide owner with owners manuals, manufacturers warranties and proofs of purchase.
9. Provide one year’s warranty on all work and materials from date of completion.
10. Upon request, do initial evaluation and submit report, drawings and estimate of each consumer to GSIL.
11. When work is complete, submit itemized invoice to GSIL, Attention Accounts Payable. Payment shall be expected within 30 days of our receipt of the consumer’s signed Verification of Satisfaction Form.

\_\_\_\_\_  
Name, Company

\_\_\_\_\_  
Date

\_\_\_\_\_  
Erin Bassegio, Associate Director of Community Services

\_\_\_\_\_  
Date

\* Waived if vendor is a sole-proprietor exempt from this requirement under NH State Statue RSA chapter 281-A