



## Demolition/Abatement Competitive Sealed Bid-329 Town of Salem, NH

March 2012

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### SALEM PURCHASING

Stephen Artemis, Purchasing Agent  
Ph: 603-890-2090 Fax: 603-890-2091  
[sartemis@ci.salem.nh.us](mailto:sartemis@ci.salem.nh.us)

Keith Hickey, Town Manager

Prepared for and in coordination with the  
**Salem Building Department**

Chief Building Official, Sam Zannini

[szannini@ci.salem.nh.us](mailto:szannini@ci.salem.nh.us)

Building Inspector, Mike DiBartolomeo  
[mdibartolomeo@ci.salem.nh.us](mailto:mdibartolomeo@ci.salem.nh.us)

Ph: 603-890-2121

**Invitation to Bid  
Demolition/Abatement**

It is the intent of the Town of Salem, New Hampshire to engage the services of a qualified firm to provide the town with the following product(s) or services;  
**“Raze process to include Asbestos Abatement”**

The Bid must be received no later than March 30<sup>th</sup> 2012 at or before 11:00am from interested firms to be eligible for consideration by the town. Each proposal will be submitted in a sealed envelope which is clearly marked **“Demolition/Abatement”**

All sealed bids received will be considered confidential and not available for public review until after the bid opening on March 30<sup>th</sup> 2012 at 11:00am.

\*\*\*A pre-bid meeting will be held at the work site (8 Dennison Drive Salem, NH) on March 27<sup>th</sup> 2012 at 10:00am. All interested bidders are strongly encouraged to attend.

Sealed bids and all correspondence relating to this ITB shall be submitted to:

**STEPHEN ARTEMIS**

Purchasing Agent  
Town of Salem  
33 Geremonty Drive  
Salem NH 03079

Qualified Firms requiring additional information or clarification relative to the contents of this RFP may direct inquiries to Stephen Artemis, Purchasing Agent at 603-890-2090 or [sartemis@ci.salem.nh.us](mailto:sartemis@ci.salem.nh.us). The detailed specifications may be picked up at the office of the Purchasing Agent at the above address during regular business hours: Monday to Friday 8:30 am to 5:00 pm. Please visit our website to download a copy of Bid-329 [www.townofsalemnh.org](http://www.townofsalemnh.org) Finance-Purchasing /bids-proposals. Copies will not be faxed.

One original and (2) copies will be required and must be received at the above address no later than March 30th 2012 on or before 11:00am, late proposals will not be considered.

The Town reserves the right to reject any or all bids/proposals or any part thereof, to waive any informality or information in the bids/proposals, and to accept the bid /proposal considered to be in the best interest of the Town. The Town also reserves the right to conduct reasonable negotiations with low bidders and sole bidders. Failure to submit all information may declare a bid/proposal as non-responsive subject for disqualification.

## **GENERAL TERMS AND CONDITIONS**

### **PREPARATIONS OF BIDS/PROPOSALS:**

Proposals shall be submitted on the forms provided and must be signed by the Bidder or his authorized representative. The person signing the proposal shall initial any corrections to entries made on the attached forms.

Vendors must provide pricing on all items appearing on the bid forms unless specific directions in the advertisement, on the bid form or in the special provisions allowed for partial bids. Failure to provide pricing on all items may disqualify the bid. Alternative bids will be considered, unless otherwise stated, only if the alternate is described completely, including, but not limited to, sample, if requested and specifications sufficient so that a comparison to the request can be made.

Any questions or inquiries must be submitted in writing, and must be received by the Purchasing Department no later than seven (7) calendar days before the Request for Proposal due date to be considered. Any changes to the Request for Proposal will be provided to all bidders of record.

The name of manufacturer, trade name, or catalog number mentioned in this request for bid description is for the purpose of designating a minimum standard of quality and type. Such references are not intended to be restrictive, although specified color, type of material and specified measurements may be mandatory.

Proposals will be considered for any brand that meets or exceeds the quality of the specifications listed. On all such proposals, the bidder shall specify the product they are proposing and shall supply sufficient data to enable a comparison to be made with the particular brand or manufacturer specified. Failure to submit the above may be sufficient grounds for rejection of the proposal.

### **SUBMITTED BIDS/PROPOSALS:**

Proposals must be submitted as directed in the Notice to Qualified Firms, and on the forms provided unless otherwise specified. Proposals must be typewritten or printed in ink. Proposals must be mailed or delivered in person. Proposals that are faxed or emailed will not be accepted.

### **WITHDRAWING BIDS/PROPOSALS:**

Proposals may be withdrawn prior to the opening date and time upon written request of the Proposer. Negligence on the part of the Proposer in preparing his/her proposal shall not constitute a right to withdraw a proposal subsequent to the proposal opening.

### **RECEIPT AND OPENING OF PROPOSALS:**

Proposals shall be submitted prior to the time fixed in the Request for Sealed Bids/RFP. Proposals received after the time so indicated shall be returned unopened.

### **LIMITATIONS:**

This Sealed Bid or Request for Proposal (RFP) does not commit the Town to award a contract, to pay any costs incurred in the preparation of a response to this request or to procure or contract for services or supplies. The Town reserves the right to accept or reject any or all proposals received as a result of this request, or to cancel in part or in its entirety this Bid/RFP, if it is in the best interest of the Town to do so.

### **PROPOSAL EVALUATION:**

The Town reserves the right to reject any and all proposals received in response to the proposal. A proposal may be rejected, if the Firm:

- a. Fails to adhere to one or more of the provisions established in the proposal.
- b. Fails to submit its proposal at the time or in the format specified herein or to supply the minimum information requested herein.
- c. Fails to meet the minimum evaluation criteria specified in this proposal.
- d. Fails to submit its proposal to the required address on or before the deadline date established by the Town.
- e. Misrepresents its services, experience and personnel by providing demonstrably false information in its proposal or fails to provide material information.
- f. Fails to submit its cost on the enclosed bid form.
- g. Refuses a reasonable request for an interview.
- h. Refuses to provide clarification requested by the town.

### **PROPOSAL RESULTS:**

All sealed bids received will be considered confidential and not available for public review until after the bid opening is conducted. Results will not be given over the phone. Please send your request in writing or send an email to [sartemis@ci.salem.nh.us](mailto:sartemis@ci.salem.nh.us) to receive sealed bid results after the public opening. Request for Proposals will remain confidential until the proposer has been selected.

### **KNOWLEDGE AND EXPERIENCE:**

Provide a description of the firm's knowledge and experience in the industry. Highlight your company's experience to provide the highest quality and effective product and reliable service and support.

### **REFERENCES:**

Projects /contracts within the past ten years best illustrating current qualifications for this project:  
(Please See Reference List)

### **AWARD OF CONTRACT:**

It is the policy of the Town of Salem, NH that contracts are awarded only to responsible bidders. In order to qualify as responsible, a prospective vendor must meet the following standards as they relate to this request: Please provide an overview of the following;

- A. Have adequate financial resources for performance or have the ability to obtain such resources as required during performance.
- B. Have the necessary experience, organization, technical and professional qualifications, skills and facilities.
- C. Be able to comply with the proposed or required time of completion or performance schedule;
- D. Have a demonstrated satisfactory record of performance.
- E. Adhere to the specifications of this bid and provide all documentation required of this bid.

The contract will be awarded to a responsive & responsible bidder based on the qualifications and experience of the bidder, the quality of the equipment/product /materials/services to be provided and the support that the bidder offers during the duration of the contract terms.

### **MODIFICATIONS AFTER AWARD:**

The Town reserves the right to incorporate minor changes/modifications, which may be required after an award has been made. The vendor will incorporate these changes at no additional cost, but may protest such action and not be bound by any such request if it can prove the timing or extent of the modifications implies major effort on its part. Modifications will be requested based on improvements to services that might be needed after the award of this Bid/RFP with reasonable accommodations being made with approval from both the Town and the vendor.

### **CANCELLATION OF AWARD:**

The Town reserves the right to cancel the award without liability to the proposer at any time before a contract has been fully executed by all parties and is approved by the Town.

### **CONTRACT:**

Any contract between the Town and the vendor shall consist of (1) the Bid/Request for Proposal (RFP) and any amendments thereto and (2) the Vendor's proposal in response to the Bid/RFP. In the event of a conflict in language between documents (1) and (2) referenced above, the provisions and requirements set forth and referenced in the Bid/RFP shall govern. The Town also reserves the right to clarify any contractual relationship in writing with the concurrence of the Vendor and such written clarification shall govern in case of conflict with the applicable requirements contained in the Bid/RFP and the Vendor's proposal. In all other matters not affected by written clarification, if any the Bid/RFP shall govern. The Vendor is cautioned that this proposal shall be subject to acceptance without further clarification.

### **EXECUTION OF AGREEMENT:**

The successful proposer shall sign (execute) the necessary agreements for entering into the contract and return such signed agreements to the town within ten (10) calendar days from the date mailed or otherwise delivered to the successful Proposer.

### **APPROVAL OF AGREEMENT:**

Upon receipt of the agreement that has been fully executed by the proposer, the owner will complete the execution of the agreement and return the agreement to the contractor. The Agreement accompanied by a Town issued purchase order will be delivered to the contractor

and will constitute a mutual approval and agreement by both parties to abide by the terms and conditions of the agreement.

#### **FAILURE TO EXECUTE AGREEMENT:**

Failure of the successful proposer to execute the agreement at the date and time agreed upon by the Town and the successful Proposer shall be just cause for cancellation of the award and forfeiture of all deposits.

#### **CONTRACT TERMINATION:**

If at any time the proposer fails to provide proper services during the contract period, the Town of Salem, NH will have the option to terminate the contract at any time without notice. In such an event, all finished and unfinished work, services, plans, data programs and reports prepared by the Vendor under this contract shall become the Town's property and the Vendor shall be entitled to receive just and equitable compensation for any satisfactory work completed. However, the Vendor shall not be relieved of liability to the Town for damages sustained by the Town by virtue of any breach of any contract. The Town may hold payments until such time as the exact amount of damages due the Town is determined.

#### **FAILURE TO SUPPLY GOODS OR SERVICES:**

If during the contract period the successful vendor fails to supply the Town of Salem, New Hampshire with the equipment/service (s). The Town of Salem, will purchase this product/service(s) on the open market and the vendor will compensate the Town of Salem, New Hampshire with the difference between the bid price and the price incurred on the open market.

#### **RIGHT TO REJECT BIDS:**

The Town reserves the right to reject any and all sealed bids, should the Town deem it to be in the best interest of the public.

#### **OWNERSHIP OF REPORTS:**

All data, materials, plans, reports, and documentation prepared pursuant to any contract between the Town of Salem, NH and the successful Vendor shall belong exclusively to the Town.

#### **INSURANCE CERTIFICATES:**

The proposer must supply a current insurance certificate before any work commences. See; Insurance requirements.

### **WORKERS COMPENSATION:**

All proposers and subcontractors at every tier under the proposer will conform to the requirements of RSA 281-A: 2 with close attention to sections VI (a), VI(c) and VII (a) as well as Section 281-A: 4.

### **PRICING:**

Unless otherwise specified all prices listed are firm for the term of the contract. All prices should include all labor and material costs, and any discounts offered. All fuel surcharges, delivery charges and miscellaneous charges that are not part of the terms and conditions of this contract will only hold up payment if they are added to the submitted invoice.

### **INVOICING:**

Unless otherwise specified, invoices will be submitted to Accounts Payable at 33 Geremonty Drive, Salem NH. The invoice must include an itemization of all items, supplies, repairs and labor furnished, including unit list pricing, net pricing and total amount due. Payment terms are net thirty (30) days from the date of the invoice. If there are multiple invoices, payment will be made upon completion and receipt of all approved invoices.

### **PAYMENT:**

Unless otherwise specified or agreed upon, payment will be made within thirty (30) days after the receipt of the invoice that's approved by the Town or the completion of services.

### **TAX:**

The Town is exempt from all sales and federal excise taxes. Our exemption number is 026000817

Please Invoice less these taxes.

### **DELIVERY:**

Deliveries are to be made only to the department or division indicated on the order and in accordance with accepted commercial practices, without extra charge for packing or containers.

### **GUARANTEES AND WARRANTIES:**

All parts and labor related to agreements must be guaranteed and include a warranty. If any work is unable to be guaranteed, the contractor must inform the Town, in writing, prior to the delivery of an item or any work being performed.

**FORCE MAJEURE:**

Neither party shall be liable for any inability to perform its' obligations under any subsequent agreement due to war, riot, insurrection, civil commotion, fire, flood, earthquake, storm or any other act of God.

**NOTIFICATION:**

Notification of the parties shall be considered to have been constructively received when it is mailed via the United States Postal service or delivered in hand to the parties as stated in the contract.

**SEVERABILITY:**

If any of the GENERAL TERMS AND CONDITIONS is held to be invalid or unenforceable, it will be construed to have the broadest interpretation which would make it valid and enforceable under such holding. Invalidity or unenforceability of a term or condition will not affect any of the other GENERAL TERMS AND CONDITIONS.

**PROVISION REQUIRED BY LAW DEEM INSERTED:**

Each and every provision and clause required by law to be inserted in this Request for Proposals and any subsequent Contract shall be deemed to be inserted herein and this Request for Proposals and Contract shall be read and enforced as though it were included herein and if through mistake or otherwise any such provision is not inserted , or is not correctly inserted, then upon the application of either party, the Request for Proposals and Contract shall forthwith be physically amended to make such insertion or correction.

**DISADVANAGED BUSINESS ENTERPRISES:**

The Town hereby notifies all vendors that it will affirmatively insure that in any contract entered into pursuant to this Request for Proposals, disadvantaged business enterprises will be afforded full opportunity to submit proposals in response to this request and will not be discriminated against on the grounds of race, color, national origin, religion, sex, age, or disability in consideration for an award.

**NON-DISCRIMINATION:**

Contracts from work resulting from this Request for Proposals shall obligate the Vendor/Contractor and Subcontractors not to discriminate in employment practices on the

grounds of race, color, national origin, religion, sex, age, or disability. Statements as to non-discriminatory practices may be requested from the successful Vendor(s)/Contractor(s).

### **DEFINITIONS:**

Proposal shall also mean quotation, bid, offer qualification/experience statement and services. Proposers shall also mean vendors, offerors, bidders, contractors or any person or firm responding to a Request for Proposals.

### **GOVERNING LAW:**

The Laws of the State of New Hampshire shall govern all contracts entered into by the Town of Salem, NH. Any disputes, disagreements or contract issues, which cannot be settled between the Town of Salem, NH and the Vendor /Contractor, shall be resolved within the venue of the State of New Hampshire.

### **PROPOSAL ADVERTISMENT:**

All proposals are required to be advertised as legal notices in three local newspapers. Proposals can also be viewed at the Town's website, as detailed below.

### **LEGAL NOTICES:**

Lawrence Eagle Tribune  
Salem Patriot  
Union Leader

### **TOWN OF SALEM, NH (website)**

[WWW.TOWNOFSALEMNH.ORG](http://WWW.TOWNOFSALEMNH.ORG)

### **PURPOSE OF SEALED BID REQUEST**

The property located at 8 Dennison Drive, Salem, NH is owned by the Town of Salem.

The building is a single family dwelling on its own property and is unoccupied. The property has been inspected by the Building Department and is declared to be uninhabitable and in total disrepair. The building is condemned by the Town and a directive to obtain (Bids) to raze the property has been ordered by town management.

The raze process Summary;

1. Asbestos abatement
2. Building permit (with proof of asbestos abatement)
3. Raze of dwelling
4. Removal of contaminants from the site
5. Excavations shall be filled to within 12" of the average grade.
6. The site shall be cleared of demolition and junk
7. A portable toilet facility shall be provided prior to asbestos abatement

## **TECHNICAL REQUIREMENTS/ SCOPE OF SERVICES**

### **Residential Property 8 Dennison Drive Salem, NH**

#### **1. Background**

- A. The residential structure present at the site is to be abated of asbestos containing materials and demolished including complete removal of the foundation, footings, floor slab and miscellaneous concrete structures as well as miscellaneous non-hazardous debris located throughout the interior and exterior of the structure. Demolition debris is to be properly handled and transported off-site for disposal/recycling. The site shall be filled to within 12" of the average grade.
- B. Provide all facilities, portable toilet, labor, materials, tools, equipment, appliances, transportation, supervision and related work necessary to complete the work specified as provided in this scope of work.
- C. All work performed under this section of the specifications shall be subject to the general conditions of the contract.
- D. The work described in this section consists of the complete demolition, removal, containerization, loading and off-site disposal/recycling of the structure, equipment and miscellaneous stored items not indicated to remain. No attempt is made in this section to list the entire scope of required demolition or to describe each element to be removed, transported and disposed/recycled. **It is the responsibility of the CONTRACTOR to determine or verify the present location, condition and nature of existing hazards, materials and or wastes requiring removal, based on information provided in the bid documents and by a full, complete, and thorough examination of the site to be made by the bidder.**

#### **1. REGULATORY AGENCY COMPLIANCE**

Compliance with laws and regulations set forth by regulatory agencies is required. These agencies include, but are not limited to OSHA – Occupational Safety & Health Agency, EPA – Environmental Protection Agency, NH DES – NH Department of Environmental Services, and NHDOT – NH Department of Transportation. Contractor must be certified and/or licensed by the New Hampshire Bureau of Health Risk Assessment and management of asbestos waste shall meet the requirements of NH RSA 149-M:7. The Town of Salem expects that bidders will offer expertise on conformance of regulations applying to the products and services they provide. Failure to assist the Town of Salem in this area may be just cause for rejection.

## **2. TOWN ORDINANCES**

The contractor shall comply with all ordinances, other laws and rules and regulations of the Town of Salem, NH.

## **3. PERMITS**

Contractor shall be responsible for obtaining any and all permits, paying all dumping fees and other fees and costs relating to the disposal of the property. Contractor's disposal site shall be noted on the demolition permit.

## **4. ASBESTOS**

Upon receipt of a Certificate of Compliance from the State, the Abatement Contractor shall notify the Demolition Contractor (if separate entities) in writing, within seven (7) days, that the building may be demolished. Contractor will complete (via-subcontractor if necessary) asbestos testing for all properties and provide test results to the Town prior to demolition. Contractor is responsible for asbestos removal. The estimated cost of asbestos removal per structure shall be listed separately from the lump sum bid amount. Contractor shall specify the name of the licensed asbestos removal contractor that will be performing this portion of the work. Contractor shall pay for all costs of asbestos removal and disposal.

## **5. SALVAGE**

Any materials salvaged shall be recorded by the Contractor and furnished to the Town with the dollar amount salvaged. The Contractor shall reduce the cost for demolition based upon financial benefits from salvage.

**6. PUBLIC SAFETY EXERCISE:** Subsequent to asbestos testing, removal, and salvage, by the contractor the Town may wish to conduct certain public safety exercises in the homes and on the property. The Town will negotiate the sequence for this use based on consultation and arrangements with the contractor.

## **7. WASTE DISPOSAL – CLEAN-UP**

Removal and off-site disposal of construction waste will be the responsibility of the bidder and shall be included in the bid price. Upon completion, the work area shall be left clean of debris and trash associated with the work and graded to minimize steep slopes, with loam and seed to sustain cover. There shall be no additional charges to the Town for removal and/or disposal of demolished materials.

## **8. SAFETY**

Contractor will ensure that its employees observe and exercise all necessary caution and discretion so as to avoid injury to persons or damage to property of any and all kinds. All buildings, equipment and furnishings shall be protected by the bidder from damage, which might be done or caused by work performed under this contract. Such damages to the foregoing shall be repaired and/or replaced by approved methods so as to restore the damaged areas to their original condition at the expense of the bidder. The contractor shall erect, install, and maintain all temporary public walks, warning signs, barricades, and other protective means as may be necessary for the protection of the public from injury.

## 9. WORKMANSHIP, MATERIALS & EQUIPMENT

Unless otherwise provided in the contract requirements and specification, the contractor shall furnish all labor, materials and equipment for satisfactory contract performance. When not specifically identified in the specifications, such materials and equipment shall be of suitable type and grade for the purpose.

### TECHNICAL SPECIFICATION CHECKLIST

For each line item, the VENDOR must respond in one of the two columns. Only ONE column should have a response. The specifications indicated below are minimum requirements and may be exceeded wherever possible. Each bid response must include detail specifications of the equipment included in the bid.

<u>Column</u>	<u>Response</u>
Yes	“X” means that the vendor is clearly providing, supplying, including, and achieving the objective indicated without caveats, exclusions, or considerable modifications.
No	“X” means that the vendor is unable to provide, supply, include, and achieve the objective indicated without caveats, exclusions, or considerable modifications. If modifications in any form or extent are required then the vendor should respond with “Mod” and attach a narrative not exceeding one half of a page explaining the nature of those modifications.

	<u>Required minimum specification</u>	<u>Yes</u>	<u>No</u>
Adjacent Property	Contractor shall be responsible for removing all foundations and buildings without disruption and damage to the adjacent properties.		
Asbestos	Contractor will complete asbestos testing for all properties and provide test results to the Town prior to demolition. Contractor is responsible for asbestos removal. The estimated cost of asbestos removal per structures shall be listed separately from the lump sum bid amount. Contractor shall specify the name of the licensed asbestos removal contractor that will be performing this portion of the work. Contractor shall pay for all costs of asbestos removal.		
Finishing	After filling of excavation and compaction, Contractor shall provide a minimum of 6 inches of topsoil at all disturbed areas and seed accordingly.		
Finishing	Removal of all debris and junk onsite to a certified landfill. The demolition		

	<b><u>Required minimum specification</u></b>	<b><u>Yes</u></b>	<b><u>No</u></b>
Debris/ Junk	site shall be kept safe and secure at all times.		
Wetlands No Impact	There should be no impact from the work on adjacent wetlands. Contractors shall avoid any and all work, storage, and drainage into adjacent streams, drainage areas and wetland areas.		
Finishing	The work shall be subject to the inspection, supervision and direction of the Salem, NH Building Inspector or authorized representative. The contractor shall comply with any directives or orders from said official or representative in the progress of the work.		
Inspection Final	An additional inspection of work verifying that grading and cleanup have been completed will be made by the Town of Salem Building Inspector or other authorized agent, prior to acceptance of work.		
Demo Permit	Contractor shall obtain a building demolition permit from the Salem Building Inspector.		
Rubble- Landfill	Contractor shall dispose of all demolition rubble by hauling to a certified landfill or recycler and will furnish receipts from said landfill to the Town of Salem- Attn: William J. Scott, as well as the invoice, prior to final payment of the contract.		
Time Frame	Demolition shall be completed June 1 <sup>st</sup> . Following issuance of the purchase order. .		
Salvage	Any materials salvaged shall be recorded and the Contractor will furnish the Town with dollar amount salvaged and deducted from the total cost of demolition.		
Utility Cutoffs	Contractor shall be required to make all utility cutoffs satisfactory to the particular utility service and the Town's Regulations. All utilities and piping to be cut off and capped before entering building space to be demolished and be completed prior to the building demolition. Utilities will then be removed as part of complete demolition project. The contractor shall be responsible for contacting utility companies in this regard.		
Drive Access	For all demolition properties, remove any driveway access to the street pavement line. This shall include removing drive culverts, and regarding the road fore and back slopes to reestablish the ditch line.		
General Demolitio n Requirem ents	Demolition shall include: The demolition shall remove all built features on the property, properly dispose of all materials, and return the property to a natural state by loaming and seeding while minimizing disturbance of current vegetation and trees and avoiding contact and drainage into wetland areas. This shall include but may not be limited to the following: Asbestos determination survey/testing, asbestos abatement, removal of all oil tanks and contents, removal of all kerosene tanks, removal of all propane tanks, demolition of all buildings, garages, sheds and fences, pools, water and sewer lines to edge of street, and; removal of foundations and/or footings, removal and disposal of all asphalt and back filling basement cavity making it level.		
Reference List	The bidder has supplied with this bid a list of references and contacts for at least five similar projects.		

## Form for General Bid

In compliance with all specifications enclosed the Bidder hereby proposes to provide demolition/abatement services in strict accordance with the contract documents provided. The contractor will mobilize all necessary equipment, temporary facilities, permits, materials and labor to the site as necessary to perform the work outlined in the bid documents at the pricing listed below.

The Proposal must meet or exceed the specifications listed. Please provide pricing in the spaces provided.

### Demolition and Abatement of Site Structures (Lump Sum)

\$ \_\_\_\_\_  
Words \_\_\_\_\_ \$ \_\_\_\_\_  
Amount

- Proposal Submitted by (Business Name)  
\_\_\_\_\_
- Title of person authorized to sign proposals  
\_\_\_\_\_
- Name of person authorized to sign proposals (printed)  
\_\_\_\_\_
- Signature of person authorized to sign proposals  
\_\_\_\_\_
- Business Phone \_\_\_\_\_ Business Fax \_\_\_\_\_
- Business Address \_\_\_\_\_ Date \_\_\_\_\_
- Business Email \_\_\_\_\_
- Business Type \_\_\_\_\_ (Individual, Partnership, Corporation etc.)

*The CONTRACTOR hereby agrees to commence work/services/labor and furnish appropriate materials/equipment specified in the contract on or before:*

*The CONTRACTOR hereby agrees to complete work/services/labor and furnish appropriate materials/equipment specified in the contract on or before: **June 1<sup>st</sup> 2012***



**Town of Salem, New Hampshire**

*Salem Purchasing*  
**PH (603) 890-2090 FAX (603) 890-2091**

**Notice To Qualified Firms**

\*Do not alter these documents in any way.

\*All documents must be filled out to be considered.

If you wish to offer comments, additional information or alternate ideas, please do below or on a separate sheet and attach it to your proposal.

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

The purpose of the attached specifications is to define specific requirements only. However, they are not meant to be restrictive. All services or benefits meeting or surpassing these specifications required are invited to submit a proposal.

For questions or clarification on specifications please contact  
Chief Building Official, Sam Zannini (603)-890-2023  
Building Inspector, Mike DiBartolomeo (603)-890-2025  
Purchasing Agent, Stephen Artemis (603) 890-2090

The Town of Salem reserves the right to reject any and all sealed bids/proposals that it deems non-conforming to the specifications enclosed. All information must be filled out correctly for consideration.

**FAXED PROPOSALS WILL NOT BE ACCEPTED.**



**Town of Salem, New Hampshire**

*Salem Purchasing*  
PH (603) 890-2090 FAX (603) 890-2091

**Specifications Exception Form**

In the interest of fairness and sound business practice, it is mandatory that you state any exceptions taken by you to our specifications.

It should not be the responsibility of the Town of Salem to ferret out information concerning the services, benefits, coverage's or information which you intend to furnish.

If your bid/proposal does not meet all our specifications you must state it in the space provided below or referenced in a section of your proposal.

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Bids/proposals on services, coverages, benefits and materials not meeting the required specifications may be considered by the Town, however, all deviations must be listed above or enclosed in a section of your proposal.

If your bid does not meet our specifications, and your exceptions are not listed above or in space provided, the Town of Salem may claim forfeiture on your bid, if submitted.

Signed \_\_\_\_\_  
I DO meet specifications

Signed \_\_\_\_\_  
I DO NOT meet specifications as listed in the specifications/scope of work within these documents; exceptions are in the spaces provided.

**THIS FORM MUST BE SIGNED FOR YOUR PROPOSAL TO BE CONSIDERED. FAILURE TO SIGN THIS FORM COULD RESULT IN YOUR PROPOSAL BEING DISQUALIFIED or rejected as being unresponsive.**



**Town of Salem, New Hampshire**

*Salem Purchasing*  
**PH (603) 890-2090 FAX (603) 890-2091**

**Non-Collusion Statement**

The Undersigned certifies under penalties of perjury that this bid in all respects is bonafide, fair and made without collusion or fraud with any other person. As used in this paragraph, the "PERSON" shall mean any natural person, joint venture, partnership, corporation or other business or legal entity.

- Proposal Submitted by (Business Name) \_\_\_\_\_
- Title of person authorized to sign proposals \_\_\_\_\_
- Name of person authorized to sign proposals (printed) \_\_\_\_\_
- Signature of person authorized to sign proposals \_\_\_\_\_
- Business Phone \_\_\_\_\_ Business Fax \_\_\_\_\_
- Business Address \_\_\_\_\_ Date \_\_\_\_\_
- Business Email \_\_\_\_\_
- Business Type \_\_\_\_\_ (Individual, Partnership, Corporation etc.)



**Town of Salem, New Hampshire**

*Salem Purchasing*  
**PH (603) 890-2090 FAX (603) 890-2091**

**No Bid Questionnaire**

Reference: Sealed Bid-329

If you choose not to bid, please complete the questionnaire below and return it with your response by the bid opening date. Your assistance in helping us to analyze no bid rationale is very much appreciated.  
Thank You.

\* \* \* \* No Bid Questionnaire \*

A no bid is submitted in reply to the Town of Salem, NH invitation for bids for (enter requirement description): \_\_\_\_\_

Dated \_\_\_\_\_, for the following reasons:

\_\_\_\_\_ Item not supplied by our company.

\_\_\_\_\_ Bid Specification (Give reason(s) e.g., too restricted, not clear etc,)

\_\_\_\_\_ Profit Margin too low

\_\_\_\_\_ Past experience with the Town of Salem (give specific's e.g. payment delay, bid process, admin problems, etc.)

\_\_\_\_\_ Insufficient time allowed to prepare and respond to bid request.

\_\_\_\_\_ Bid requirements too large \_\_\_\_\_ or too small \_\_\_\_\_ for our company.

\_\_\_\_\_ Priority of other business opportunities limits time.

\_\_\_\_\_ Other reason(s) Please Specify: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

Address \_\_\_\_\_

Phone \_\_\_\_\_

\_\_\_\_\_ (Signature)

\_\_\_\_\_ (Name & Title)



**Town of Salem, New Hampshire**

*Salem Purchasing*  
**PH (603) 890-2090 FAX (603) 890-2091**

**Insurance Requirements**

A current Insurance certificate must be provided prior to commencing any work on this project, in the following amounts: Additional coverage is required if checked

Type of Insurance	Minimum Limits Required
<b>(X) Commercial General Liability</b>	
General Aggregate	\$2,000,000
Products-Completed Operations Agg.	\$2,000,000
Personal and Adv Injury	\$1,000,000
Each Occurrence Injury	\$1,000,000
Fire Damage (Any One Fire)	\$50,000
Medical Expense (Any One Person)	\$10,000
a. Occurrence	
b. Claims Made	
<b>(X) Commercial Automobile Liability</b>	
Combined Single Limit	\$ 1,000,000
Other \$ _____	
<b>(X) Workers Compensation</b>	
NH Statutory including Employers Liability	
\$500,000/\$500,000/500,000	\$ _____
<b>Commercial Umbrella</b>	
May be substituted for higher limits required above	
Follow Requirements on All requested Coverage	\$ _____
<b>(X) Other</b>	
Environmental – Pollution Liability	\$ 1,000,000

The Vendor/Contractor shall maintain for the duration of this program Workmen's Compensation Insurance as required by State Law for all of his/her employees that are engaging in any work at the site of the project. Vendor/Contractor shall require any subcontractor providing on-site work to carry insurance coverage's in a form and amount consistent with the insurance requirements specified. .



**Town of Salem, New Hampshire**

*Salem Purchasing*  
**PH (603) 890-2090 FAX (603) 890-2091**

**INDEMNIFICATION AGREEMENT**

The successful vendor agrees to indemnify, investigate, protect, defend and save harmless the Town of Salem, NH, its officials, officers, agents and employees from any and all claims and losses accruing or resulting to any and all contractors, subcontractors, suppliers, laborers and any other person, firm or corporation furnishing or supplying work, services, materials, equipment or supplies in connection with the performance of this contract and from any and all claims and losses accruing or resulting to any person, firm or corporation which may be injured or damaged by the vendor in the performance of this contract. In any case, the forgoing provisions concerning indemnification shall not be construed to indemnify the Town for damage arising out of bodily injury to persons or damage to property caused by or resulting from the sole negligence of the Town or its employees. This indemnification shall survive the expiration or early termination of this contract.

- Company \_\_\_\_\_
- Taxpayer Identification Number\_\_\_\_\_
- Authorized Signature \_\_\_\_\_
- Date \_\_\_\_\_
- Address \_\_\_\_\_
- Contact Phone \_\_\_\_\_
- Fax Number \_\_\_\_\_
- E-Mail Address \_\_\_\_\_

**W-9**  
 Form  
 (Rev. October 2007)  
 Department of the Treasury  
 Internal Revenue Service

**Request for Taxpayer  
 Identification Number and Certification**

Give form to the  
 requester. Do not  
 send to the IRS.

Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return)	
	Business name, if different from above	
	Check appropriate box: <input type="checkbox"/> Individual/Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Limited liability company. Enter the tax classification (D=dissociated entity, C=corporation, P=partnership) ► ..... <input type="checkbox"/> Other (see instructions) ►	
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	City, state, and ZIP code	
List account number(s) here (optional)		

**Part I Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I Instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number 
or
Employer identification number 

**Part II Certification**

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below).

**Certification Instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. See the Instructions on page 4.

Sign Here	Signature of U.S. person ►	Date ►
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**General Instructions**

Section references are to the Internal Revenue Code unless otherwise noted.

**Purpose of Form**

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

**Note.** If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

**Definition of a U.S. person.** For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,