



**HVAC & Burner Maintenance Bid  
Sealed Bid (Bid 2017-004)  
Town of Salem, NH  
December 20, 2016**

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**SALEM PURCHASING**

Christine Wholley, Purchasing Agent  
603-890-2090 fax 603-890-2091  
Cawholley@ci.salem.nh.us

Leon Goodwin III, Town Manager

Prepared for and in coordination with the  
**Town Municipal Buildings & Municipal Services Dept.**  
Roy Sorenson Director of Municipal Services  
603-890-2154  
rsorenson@ci.salem.nh.us



## COMPETITIVE SEALED BIDS FOR HVAC Maintenance

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 to be purchased: **“HVAC Maintenance”**.

Sealed bids must contain (1) one original **and** (1) one copy, and be received no later than January 11, 2017 before 11:00am from interested firms, to be eligible for consideration by the town. Each bid must be submitted in a sealed envelope which is clearly marked **“Bid 2017-004 “HVAC Maintenance”**, at Salem Town Hall, **Attention: Christine Wholley, Purchasing Agent**, and delivered to the Building Department, upstairs, at the following address:

Salem Town Hall  
33 Geremonty Drive  
Salem NH 03079

Upon receipt, all sealed bids and correspondence relating to this ITB, shall be date and time stamped. All sealed bids received will be considered confidential and not available for public review until after the bid opening on January 11, 2017 by 11:00am. Late bids will not be considered.

Please visit our website to download a copy of Bid 2017-004 at [www.townofsalemnh.org](http://www.townofsalemnh.org) Finance-Purchasing/bids-proposals. Copies will not be faxed or emailed. Qualified Firms requiring additional information or clarification relative to the contents of the bid may direct inquiries to Christine Wholley, Purchasing Agent, at 603-890-2090 or [cawholley@ci.salem.nh.us](mailto:cawholley@ci.salem.nh.us) during the following business hours: Monday through Friday 8:30am to 1:00pm.

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.



**Town of Salem, New Hampshire**

***Purchasing Department  
33 Geremonty Drive  
Salem, New Hampshire 03079  
PH (603) 890-2090 FAX (603) 890-2091***

**Notice To Qualified Firms**

- \*Do not alter bid documents in any way.
- \*All bid documents must be filled out to be considered.

If you wish to offer comments, additional information or alternate bids, please do below or on a separate sheet and attach it to the bid sheet.

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

The purpose of the attached specifications is to define minimum requirements only. They are not meant to be restrictive. All manufacturers meeting or surpassing these minimum specifications are invited to submit a bid/proposal.

Please don't hesitate to call me if you need any additional information.  
Christine Wholley, Purchasing Agent (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.

**DO NOT FAX BIDS, THEY WILL NOT BE ACCEPTED.**



**Town of Salem, New Hampshire**

***Purchasing Department  
33 Geremonty Drive  
Salem, New Hampshire 03079  
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**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 materials, which you intend to furnish.

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

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Bids/proposals on equipment, vehicles, computers, supplies, services and materials not meeting specifications may be considered by the Town, however, all deviations must be listed above.

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 this bid, exceptions are in space provided.

Failure to submit this form with your Bid/Proposal response may result in your Bid/Proposal being rejected as unresponsive.

## **LIST UNITS TO MAINTAIN/SERVICE PER BUILDING**

### **SALEM TOWN HALL**

MAKE -Payne split system AIR CONDITIONER

MODEL-Pa13na030-c 2.5 TON

SERIAL 3306x74528

YEAR 2006

PM 3 TIMES A YEAR PARTS AND LABOR

MAKE-CARRIER NAT GAS RTU

MODEL-48HJE007—551 6 TON

SERIAL 4603G40213

YEAR- 2003

PM 3 TIMES A YEAR PARTS AND LABOR

MAKE- LENNOX AIR HANDLER WITH HOT WATER COIL

MODEL-B10-65-1P 5 TON

SERIAL 5479K

YEAR 1984

PM 3 TIMES A YEAR PARTS AND LABOR

MAKE-LENNOX AIR HANDLER /HOT WATER COIL

MODEL-B3-95-2 7.5 TON

SERIAL 5479J05044

YEAR 1984

PM 3 TIMES A YEAR PARTS AND LABOR

MAKE – CARRIER NAT GAS FURNACE

MODEL 58SX

YEAR 2003

PM 3 TIMES A YEAR PARTS AND LABOR

MAKE – CARRIER AIR CONDITIONER

MODEL 38EN 036 3 TON

YEAR 2003

PM 3 TIMES A YEAR PARTS AND LABOR

MAKE-PAYNE SPLIT SYSTEM

MODEL-PF1MNB060 5 TON

SERIAL 2804A71956

YEAR 2004

PM 3 TIMES A YEAR PARTS AND LABOR

MAKE-CARRIER NAT GAS RTU

MODEL 48HJE007-551 6 TON

SERIAL 0604G40309

YEAR -2004

PM 3 TIMES A YEAR PARTS AND LABOR

MAKE-CARRIER NAT GAS RTU  
MODEL-48HJE007-551 6 TON  
SERIAL 4603G40215  
YEAR 2003  
PM 3 TIMES A YEAR PARTS AND LABOR

MAKE-CARRIER NAT GAS RTU  
MODEL-48HJE007—551 6 TON  
YEAR 2003-4603G40232  
PM 3 TIMES A YEAR PARTS AND LABOR

MAKE-LENNOX AIR CONDITIONER  
MODEL-B10-51-2P 5 TON  
SERIAL 5479F01412  
YEAR 1984  
PM 3 TIMES A YEAR PARTS AND LABOR

MODEL- LENNOX B3-95-2 AIR CONDITIONER  
SERIAL 5479J05044 7.5 TON  
YEAR 1984  
PM 3 TIMES A YEAR PARTS AND LABOR

MAKE-MITSUBISHI DUCTLESS AIR CONDITIONER  
MODEL 3 TON CONDENSER  
YEAR 2016  
PM 3 TIMES A YEAR PARTS AND LABOR

MAKE-MITSUBISHI DUCTLESS AIR HANDLER  
MODEL 3 TON AIR HANDLER  
YEAR 2016  
PM 3 TIMES A YEAR PARTS AND LABOR

MAKE-FIRST COMPANY AIR HANDLER W HOT WATER COIL  
MODEL-48HBXV-HW  
YEAR-W08B493523  
PM 3 TIMES A YEAR PARTS AND LABOR

MAKE-BURNHAM HOT WATER BOILER NAT GAS  
MODEL V1107  
SERIAL 64925253  
YEAR 2007  
PM 1 TIME ANNUALLY COMPLETE CLEAN OUT BURNER PARTS AND LABOR

**SALEM DISTRICT COURT**

MAKE-CARRIER RTU PKG /COOL ONLY  
MODEL-50YH036R500 3 TON  
SERIAL 4133789  
YEAR 1984  
PM 3 TIMES A YEAR PARTS AND LABOR

MAKE-CARRIER RTU PKG/COOL ONLY  
MODEL -50YH030500 2.5 TON  
SERIAL0171078  
YEAR 1984  
PM 3 TIMES A YEAR PARTS AND LABOR

MAKE-CARRIER SPLIT SYSTEM  
MODEL-38A005540 5 TON  
SERIAL 268810  
YEAR 1984  
PM 3 TIMES A YEAR PARTS AND LABOR

MAKE-CARRIER AIR HANDLER  
MODEL-39S005300 5 TON  
SERIAL 25512  
YEAR 1984  
PM 3 TIMES A YEAR PARTS AND LABOR

CARRIER COOL ONLY WITH HOT WATER COIL  
MODEL-50ZR-04AD-500KR 40 TON  
SERIAL 1002F40826  
YEAR 2002  
PM 3 TIMES A YEAR PARTS AND LABOR

MAKE-WEIL MCLAIN HOT WATER BOILER OIL  
MODEL-SERIES 80-1/880  
YEAR 2009  
PM 1 TIME ANNUALLY COMPLETE CLEAN OUT BURNER PARTS AND LABOR

**SALEM DPW**

MAKE- BRYANT  
MODEL-580JP08D180A2A8AA  
SERIAL 4814P93713  
YEAR 2014  
PM 3 TIMES A YEAR PARTS AND LABOR

**CANOIE**

MAKE-CARRIER COOLING ONLY RTU

MODEL-50HJ008621 7.5 TON

YEAR-1995

PM 3 TIMES A YEAR PARTS AND LABOR

MAKE-CARRIER COOLING ONLY RTU

MODEL-50HJ008621 7.5 TON

YEAR-1995

PM 3 TIMES A YEAR PARTS AND LABOR

**DEPOT TRAIN**

MAKE-RHEEM 4 TON NAT GAS FURNACE W SPLIT A/C CONDITIONER

YEAR-2007

PM 3 TIMES A YEAR PARTS AND LABOR

**SALEM PARKS BUILDING**

MAKE- METROMATIC OIL FIRED FURNACE

MODEL-LB140

YEAR 1994

PM 1 TIME ANNUALLY COMPLETE CLEAN OUT BURNER PARTS AND LABOR

MAKE -BRYANT OIL FIRED FURNACE

MODEL-WORN OFF

YEAR-1991

PM 1 TIME ANNUALLY COMPLETE CLEAN OUT BURNER PARTS AND LABOR

**SALEM MUSEUM**

MAKE-WEIL MCLAIN HOT WATER BOILER OIL

MODEL-SERIES 80

YEAR

PM 1 TIME ANNUALLY COMPLETE CLEAN OUT BURNER PARTS AND LABOR

**ALICE HALL LIBRARY**

FORCED HOT AIR OIL FIRED FURNACE

MODEL-0BLAAB-060154AABG

YEAR 2014

PM 1 TIME ANNUALLY COMPLETE CLEAN OUT BURNER PARTS AND LABOR

**PINE GROVE CEMETARY**

MAKE-PEERLESS HOT WATER BOILER OIL

MODEL WBV—4

YEAR 1989

PM 1 TIME ANNUALLY COMPLETE CLEAN OUT BURNER PARTS AND LABOR



**INGRAM SENIOR CENTER**

MAKE-CARRIER AIR CONDITIONER  
MODEL-38ARZ008-501 7.5 TON  
SERIAL 0602G30028  
YEAR 2002  
PM 3 TIMES A YEAR PARTS AND LABOR

MAKE-REZNOR NAT GAS  
MODEL- HXE175-8E  
SERIAL-BBF66W8N10740  
YEAR 2002  
PM 3 TIMES A YEAR PARTS AND LABOR

MAKE-CARRIER/ AH 7.5 TON  
MODEL-39S008  
YEAR 2002  
PM 3 TIMES A YEAR PARTS AND LABOR

MAKE- CARRIER AIR CONDITIONER  
MODEL-38CKC048560 4 TON  
SERIAL 2001E20704  
YEAR 2001  
PM 3 TIMES A YEAR PARTS AND LABOR

MAKE-CARRIER AIR CONDITIONER  
MODEL- 38CKC048560  
SERIAL 2002E20708  
YEAR 2002  
PM 3 TIMES A YEAR PARTS AND LABOR

MAKE-CARRIER NAT GAS FURNACE  
MODEL- 58RAV11520  
SERIAL 0902A59308  
YEAR 2002  
PM 3 TIMES A YEAR PARTS AND LABOR

MAKE-CARRIER AIR CONDITIONER  
MODEL-38CKC048560 4 TON  
YEAR-2002E20696  
PM 3 TIMES A YEAR PARTS AND LABOR

MAKE- VEMAR RTU ERV  
MODEL-ERV1500CDD1BG13SFHDBBX1  
YEAR-2002  
PM 3 TIMES A YEAR PARTS AND LABOR

MAKE- CARRIER AIR CONDITIONER  
MODEL- 38ARZ007-501 7.5 TON  
SERIAL 62G30044  
YEAR 2002  
PM 3 TIMES A YEAR PARTS AND LABOR

MAKE-VENMAR RTU ERV  
MODEL- ERV300EDDLBG238FHHEEBXXR1XD  
YEAR-6J8120020701118  
PM 3 TIMES A YEAR PARTS AND LABOR

MAKE- CARRIER NAT GAS FURNACE  
MODEL-58STA090-10116  
SERIAL 1003A43254  
YEAR 2003  
PM 3 TIMES A YEAR PARTS AND LABOR

MAKE-CARRIER/ AH  
MODEL-58STA090-16  
SERIAL 1603A43222  
YEAR 2003  
PM 3 TIMES A YEAR PARTS AND LABOR

MAKE-PAYNE NAT GAS FURNACE  
MODEL- PG9MAB03640ABSA  
SERIAL 496A0020  
YEAR 2008  
PM 3 TIMES A YEAR PARTS AND LABOR

MAKE-PAYNE NAT GAS FURNACE  
MODEL-PG9MAB036040ABSA  
SERIAL 4908A00162  
YEAR 2008  
PM 3 TIMES A YEAR PARTS AND LABOR

MAKE-DAYTON /EXHAUST HOOD  
MODEL-4YC70  
YEAR- 2002  
PM 3 TIMES A YEAR PARTS AND LABOR

MAKE- RESNOR NAT GAS FIRED FURNACE  
MODEL- HXE175-8-E  
YEAR-BBF66W8N10741  
PM 3 TIMES A YEAR PARTS AND LABOR

MAKE-PAYNE AIR CONDITIONER  
MODEL-PA13NR030-H 2.5 TON  
SERIAL 1709X78600  
YEAR 2009  
PM 3 TIMES A YEAR PARTS AND LABOR

MAKE- PAYNE AIR CONDITIONER  
MODEL -PA13NR030-11  
SERIAL L798X78096  
YEAR 2009  
PM 3 TIMES A YEAR PARTS AND LABOR

MAKE-CARRIER AIR CONDITIONER  
MODEL-38CTC048560 4 TON UNIT  
SERIAL 5102E06566  
YEAR 2002  
PM 3 TIMES A YEAR PARTS AND LABOR

MAKE-CARRIER AIR CONDITIONER  
MODEL-38CKC04856 4 TON UNIT  
SERIAL 1G03E19436  
YEAR 2003  
PM 3 TIMES A YEAR PARTS AND LABOR

**SALEM POLICE DEPT**

MAKE-BRYANT AIR CONDITIONER  
MODEL-661CJ01018A 1.5 TON  
SERIAL 1301E36702  
YEAR 2001  
PM 3 TIMES A YEAR PARTS AND LABOR

MAKE-AMANA NAT GAS FURNACE  
MODEL-GSI140B50B  
SERIAL 9202238777  
YEAR 1992  
PM 3 TIMES A YEAR PARTS AND LABOR

MAKE-AMANA NAT GAS FURNACE  
MODEL-GSI140B50B  
SERIAL 9112119627  
YEAR 1992  
PM 3 TIMES A YEAR PARTS AND LABOR

MAKE-CARRIER SPLIT AIR CONDITIONER  
MODEL-40AG018300BU  
SERIAL 1387A02837  
YEAR 1987  
PM 3 TIMES A YEAR PARTS AND LABOR

MAKE-AMANA NAT GAS FURNACE  
MODEL-GSI140B51B  
SERIAL 9202228685  
YEAR 1987  
PM 3 TIMES A YEAR PARTS AND LABOR

MAKE-AMANA NAT GAS FURNACE  
MODEL-GSI140B50B  
SERIAL 9112119589  
YEAR 1991  
PM 3 TIMES A YEAR PARTS AND LABOR

MAKE- BRYANT AIR CONDITIONER  
MODEL 5G1CJ036-E 3 TON  
SERIAL 1600E12269  
YEAR 2000  
PM 3 TIMES A YEAR PARTS AND LABOR

MAKE- PAYNE AIR CONDITIONER  
MODEL-PF4MNA025 2 TON  
SERIAL 0909A74251  
YEAR 2009  
PM 3 TIMES A YEAR PARTS AND LABOR

MAKE- BARD PKG WALL UNIT  
MODEL-WA301-A10 2.5 TON  
SERIAL 132HOZ173687  
YEAR 2013  
PM 3 TIMES A YEAR PARTS AND LABOR

MAKE- BARD PKG WALL UNIT  
MODEL-WA301A10 2.5 TON  
SERIAL 132HOZ1736094-02  
YEAR 2013  
PM 3 TIMES A YEAR PARTS AND LABOR

MAKE- BARD PKG WALL UNIT  
MODEL- WA301-A10 2.5 TON  
SERIAL 132HOZ1736089-02  
YEAR 2013  
PM 3 TIMES A YEAR PARTS AND LABOR

MAKE- ARCOAIRE AIR CONDITIONER  
MODEL-AG060GB1 5 TON  
SERIAL L955263028  
YEAR 1995  
PM 3 TIMES A YEAR PARTS AND LABOR

MAKE-TRANE AIR CONDITIONER  
MODEL-2TTA060A3000AA 5TON  
SERIAL 7265N723F  
YEAR 2007  
PM 3 TIMES A YEAR PARTS AND LABOR



## **FORM FOR GENERAL BID**

In compliance with all specifications enclosed the Bidder hereby proposes to supply the listed product and perform all services in strict accordance with the requirements provided. All deliveries will be supplied to the selected locations at the prices stated below.

### **HVAC & BURNER MAINTENANCE UPKEEP/ANNUAL/EMERGENCY**

<b>Buildings</b>	<b>Annual Cost</b>	<b>Emergency Cost / hourly</b>
Town Hall	\$	\$
Court House	\$	\$
DPW/Municipal Seviles	\$	\$
WTP	\$	\$
Police Dept.	\$	\$
Senior Center	\$	\$
Depot Train Station	\$	\$
Alice Hall Library	\$	\$
Museum (Old Town Hall)	\$	\$
Parks Building	\$	\$
Pine Grove Cemetery	\$	\$

\_\_\_\_\_  
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

\_\_\_\_\_  
Business Email (authorized contact)



### **No Bid Questionnaire**

Reference: **Sealed Bid #2017-004**

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)

### **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.

### **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.

### **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.

**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 [cawholley@ci.salem.nh.us](mailto:cawholley@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.

**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:

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; and

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.

**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.



**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.

**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.

**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 will be submitted within (30) days of the completion of services or the receipt of an invoice that is approved by the user department or division.

**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.



**Town of Salem, New Hampshire**

***Purchasing Department  
33 Geremonty Drive  
Salem, New Hampshire 03079  
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:

Comprehensive General Liability	
Combined single limit	\$ 1,000,000.00
Workmen's Compensation	
& Employers Legal Liability	\$ 500,000 per accident

The Contractor shall procure and maintain for the duration of this project Workmen's Compensation Insurance as required by State Law for all of his employees that are engaging in any work at the site of the project whether direct employees or subcontracting associates.

**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.

Title \_\_\_\_\_  
Signature \_\_\_\_\_  
Company \_\_\_\_\_



**Town of Salem, New Hampshire**

***Purchasing Department***

***33 Geremonty Drive***

***Salem, New Hampshire 03079***

***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, it's 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 \_\_\_\_\_
- Contact Phone \_\_\_\_\_
- Address \_\_\_\_\_
- Date \_\_\_\_\_

**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.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification; check only one of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C-C corporation, S-S corporation, P-partnership) ▶ _____ <input type="checkbox"/> Other (see instructions) ▶ _____ <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate  <b>Note.</b> For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner.	
	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ (Apply to accounts maintained outside the U.S.)	
	5 Address (number, street, and apt. or suite no.)	Requester's name and address (optional) <b>Town of Salem, NH 33 Geremonty Drive Salem, NH 03079</b>
	6 City, state, and ZIP code	
	7 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 generally 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 instructions for line 1 and 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:

- 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
- 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
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**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 3.

<b>Sign Here</b>	Signature of U.S. person ▶	Date ▶
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**General Instructions**

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

**Future developments.** Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at [www.irs.gov/w9](http://www.irs.gov/w9).

**Purpose of Form**

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding?* on page 2.

By signing the filled-out form, you:

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, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.