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**Guardrail  
Sealed Bid# 2018-032  
Town of Salem, NH**

**December 10, 2018**

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**SALEM PURCHASING**  
Christine Wholley Purchasing Agent  
(603)890-2090  
[Cawholley@salemnh.gov](mailto:Cawholley@salemnh.gov)

Chris Dillon, Town Manager

Prepared for and in coordination with the  
**Municipal Services Department**  
Dave Wholley, Director of DPW  
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***Town of Salem, New Hampshire***

**Purchasing Department**

**33 Geremony Drive**

**Salem, New Hampshire 03079**

**(603) 890-2090 FAX (603) 890-2091**

**Request for Competitive Sealed Bids**

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 Guardrail Bid, detailed specifications are provided within this Request for Sealed Bids. Contractors may download a copy of the Bid from the Town website, [WWW.townofsalemnh.org](http://WWW.townofsalemnh.org) go to purchasing and current bids and proposals.

**The Town of Salem will accept proposals/bids at Town of Salem Town Hall,  
ATTN: Christine Wholley**

**33 Geremony Drive,**

**Salem, NH 03079 until 11:00am on Friday, December 28, 2018, at which time they will be opened publicly  
and read aloud in the knightly Meeting room, late bids will not be accepted.**

**BIDS should be clearly marked outside the sealed envelope "2018-032 Guardrail"**

All sealed bids will remain confidential until a public review has been made and an award has been presented.

Bids shall be submitted on the enclosed bid sheet (if applicable) to the listed minimum specifications. If you find these specifications to be unreasonably restrictive, please contact the Purchasing Coordinator immediately for clarification or alternate specifications. If no exception is noted, the specifications as written will be considered acceptable.

The Town reserves the right to reject any or all bids or any part thereof, to waive any informality in the bidding, and to accept the bid 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 disqualify a bid.



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**Notice To Vendors**

***\*Do not alter bid documents in any way***

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 bid.

Please don't hesitate to call me if you need any additional information.

Christine Wholley, Purchasing Coordinator (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.***



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**Specifications /Scope of work:**

**THESE SHEETS MUST BE RETURNED WITH ENTIRE BID PACKAGE**

**W- BEAM GUARD RAIL 6'3" POST SPACING**  
**PRICE PER FOOT**

Metal posts no blocking	_____
Metal posts w/ blocking	_____
Wood posts no blocking	_____
Wood posts w/ blocking	_____

**W- BEAM GUARD RAIL 12' 6" POST SPACING**

Metal posts no blocking	_____
Metal posts w/ blocking	_____
Wood posts no blocking	_____
Wood posts w/ blocking	_____

**W-BEAM GUARD RAIL (RADIUS SECTIONS)**  
**6' 3" POST SPACING**

Metal posts no blocking	_____
Metal posts w/ blocking	_____
Wood posts no blocking	_____

Wood posts w/ blocking \_\_\_\_\_

W-BEAM GUARD RAIL (RADIUS SECTIONS)  
12' 6" POST SPACING

Metal posts no blocking \_\_\_\_\_

Metal posts w/ blocking \_\_\_\_\_

Wood posts no blocking \_\_\_\_\_

Wood posts w/ blocking \_\_\_\_\_

Wood Guardrail (4"x10"x16")  
With wood posts (6"x8"x72") LF \_\_\_\_\_

Flared end treatment EA \_\_\_\_\_

Tangent end treatment EA \_\_\_\_\_

Terminal Sections (Buffer) to include reflector EA \_\_\_\_\_

Terminal Sections (90 deg. Sweep w/buffer) to EA \_\_\_\_\_  
Include reflector

Beam Guard Rail Delineators (white or yellow) EA \_\_\_\_\_

Pricing to include all materials, labor, removal and disposal of existing materials when necessary.

Warranty on installation \_\_\_\_\_

Manufacturer Warranty on material \_\_\_\_\_

Price remaining firm during contract period  
Contract from Date of Award.



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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/quotation does not meet all our specifications you must state it in the space provided below.

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Bids on equipment, vehicles, computers, supplies, service 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.

The undersigned hereby states that all specifications have been met or have been addressed in the spaces provided. Failure to submit this form with your Bid/RFP response may result in your Bid/Proposal being rejected as unresponsive.



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**Form for General Bid**

In compliance with all specifications enclosed the Bidder hereby proposes to perform all work in strict accordance with the contract documents provided. Pricing enclosed in the Scope of Work/Specifications will be firm for 1 year.

- Proposal Submitted by (Company Name) \_\_\_\_\_
- Title \_\_\_\_\_
- Authorized Signature \_\_\_\_\_
- Printed Name \_\_\_\_\_
- Contact Phone \_\_\_\_\_
- Address \_\_\_\_\_
- Date \_\_\_\_\_
- Email \_\_\_\_\_



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**Insurance Requirements**

A current Insurance certificate must be provided prior to commencing any work, 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.

Title of person authorized to sign proposals \_\_\_\_\_  
Name of person authorized to sign proposals \_\_\_\_\_



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**No Bid Questionnaire**

**Reference: Bid-2018-032**

**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)



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**General Terms and Conditions**

***Preparation of Bids***, Bids shall be submitted on the forms provided and must be signed by the Bidder or his authorized representative. The person signing the bid shall initial any corrections to entries made on the bid forms.

Bidders must quote 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 quote 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(s), 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 Bids due date to be considered. Any changes to the Request for Bids 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.

***Submitting Bids***, Bids must be submitted as directed in the Bid Sheet, and on the forms provided unless otherwise specified. Bids must be typewritten or printed in ink.

***Withdrawal of Bids***, Bids may be withdrawn prior to the opening date and time upon written request of the bidder. Negligence on the part of the bidder in preparing his bid shall not constitute a right to withdraw bid subsequent to the bid opening.

***Defaulting on a Bid***, If a vendor wins any bid and fails to supply the Town of Salem, New Hampshire with the product(s). The Town of Salem will purchase this product(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.

***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:

Have adequate financial resources for performance or have the ability to obtain such resources as required during performance.

Have the necessary experience, organization, technical and professional qualifications, skills and facilities.

Be able to comply with the proposed or required time of completion or performance schedule; and

Have a demonstrated satisfactory record of performance.

Adhere to the specifications of this bid and provide all documentation required of this bid.

***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.

***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 & Warranty,*** 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 City, in writing, prior to the delivery of an item or any work being performed.

If during the contract period, the successful vendor fails to supply the Town of Salem, New Hampshire with the products/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. The Undersigned hereby offers to furnish and deliver a Bid for this item/service (s) per specification.

**W-9**

Form **W-9**  
(Rev. November 2017)  
Department of the Treasury  
Internal Revenue Service

## Request for Taxpayer Identification Number and Certification

► Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

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

Print or type. See Specific Instructions on page 3.	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 of the person whose name is entered on line 1. Check only one of the following seven boxes.						
	<input type="checkbox"/> Individual/sole proprietor or <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate single-member LLC	<input type="checkbox"/> Exemptions (codes apply only to certain entities, not individuals; see Instructions on page 3):					
	<input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ►	<input type="checkbox"/> Exempt payee code (if any) _____					
	Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.						<input type="checkbox"/> Exemption from FATCA reporting code (if any) _____
	<input type="checkbox"/> Other (see Instructions) ►						(Applies to accounts maintained outside the U.S.)
5. Address (number, street, and apt. or suite no.) See instructions.	Requester's name and address (optional)						
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 instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number					
<input type="text"/>	<input type="text"/>	<input type="text"/> - <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
OR					
Employer identification number					
<input type="text"/>	<input type="text"/>	<input type="text"/> - <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

### 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); and
4. 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 for Part II, later.

Sign Here	Signature of U.S. person ►
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Date ►

### General Instructions

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

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

### 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*, later.