



## **Town of Salem NH Municipal Services Department Brush Pile Disposal**

**Sealed Bid (2021-014)**

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**SALEM PURCHASING**  
Nicole McGee, Finance Director  
[nmcgee@salemnh.gov](mailto:nmcgee@salemnh.gov)

Christopher Dillon, Town Manager

Prepared for and in coordination with the  
**Salem NH Municipal Services Dept.**  
Department of Public Works, Director Dave Wholley  
603-890-2159  
[dwholley@salemnh.gov](mailto:dwholley@salemnh.gov)



**TOWN OF SALEM NH, INVITATION TO BID  
BID 2021-014  
BRUSH PILE DISPOSAL**

You are cordially invited to submit a bid to dispose and remove the entire brush pile at the Transfer Station located at 101-129 Shannon Rd, Salem NH 03079 in accordance with Bid 2021-014 specifications, terms, and conditions by **July 2<sup>nd</sup> at 11:00am**. Prospective respondents are advised to read this information over carefully prior to submitting a bid. You may download of copy of Bid 2021-014 on the Town website: [www.townofsalemnh.org](http://www.townofsalemnh.org) under purchasing and current bids and proposals.

**Two (2) copies of the Proposal must be submitted in a sealed envelope, plainly marked:**

**Bid 2021-014 – Brush Pile Disposal**  
Town of Salem  
Purchasing Office  
ATTN: Nicole McGee  
33 Geremonty Drive  
Salem NH 03079

**Town Hall Hours:**  
**Monday – Friday 8:30am-5:00pm**  
**UPS and Fed-Ex are accepted in the building Monday-Friday 8:30am-5:00pm**

All sealed bids received will be considered confidential and not available for public review until after the bid opening on July 2<sup>nd</sup> at 11:00am. Due to COVID-19, the bid opening will be held virtually using teleconferencing software. Credentials for *Zoom Video Meeting* will be posted before the submission deadline. **Faxed and emailed bids will NOT be accepted**



## INTRODUCTION

The Town of Salem NH is seeking a qualified contractor to remove the brush pile at the Transfer Station. The existing brush pile is to be chipped and/or hauled off site for disposal. In addition, the existing chip pile is to be hauled off site for disposal as well.

## PROJECT REQUIREMENTS

- Contractor shall remove all contents of the brush pile at the Salem Transfer Station located at 101-129 Shannon Rd.
- Contractor will remove within 3-4 weeks from date of award. The contractor is expected to remove the pile including any additional brush added after the date of the walkthrough/viewing. The entire pile up until contractor is ready to mobilize the removal of the pile must be removed.
- Contractor will be provided a lay down area behind the pile for the purposes of chipping and/or loading material to be hauled off site.
- Contractor's processing operation shall not interfere with the daily operation of the area for residents to dispose of brush.
- Foreign items to be found in pile such as metal, trash, etc. can be deposited in the respectable areas of the transfer station. However, the remainder of the pile must be removed. All old wood, dirty wood, stumps, dirt, duff, etc. is to be hauled off and area left clean to start a new pile.
- Contractor is to accept all brush as part of the awarded bid until operation is complete at the proposed bid price.
- Access outside normal operating business hours can be arranged within reason.
- The pile can be viewed and assessed at any time of normal business hours up until time of submittal.

## Other Considerations

- Pricing shall include all labor, material, and equipment necessary to perform the described work according to all specifications shown.
- The Town of Salem, NH will not provide equipment to move chips on site or for hauling purposes.
- Prior to bidding, interested contractors must view the material to determine approximate quantity. Mandatory site meeting will be on June 25, 2021 @ 10:00 am.



## **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.

**Lump sum price for brush removal:** \_\_\_\_\_

- 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.)

## **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 Division 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.

Completed Bid proposals shall contain the following:

- Completed and executed Bid Form
- Executed Statement of Non-Collusion
- Executed Indemnification Agreement
- Completed Notice to Qualified Firms
- Completed Specifications Exception Form
- Completed W9
- Insurance Certificate

Prospective Bidders are encouraged to complete the No Bid Questionnaire if they choose not to bid.

**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 Bidder up to three (3) calendar days prior to the bid opening. Negligence on the part of the Bidder in preparing his/her proposal shall not constitute a right to withdraw a proposal subsequent to the proposal opening.

**PROPOSAL EVALUATION:** The Town of Salem (Owner) reserves the right to reject any and all proposals received in response to the proposal. A proposal may be rejected, if the Bidder:

- Fails to adhere to one or more of the provisions established in the Bid and General Terms and Conditions.
- Fails to submit its proposal at the time or in the format specified herein or to supply the minimum information requested herein.
- Fails to meet the minimum evaluation criteria specified in the Bid and General Terms and Conditions.

- Fails to submit its proposal to the required address on or before the deadline date established by the Town.
- Misrepresents its services, experience and personnel by providing demonstrably false information in its proposal or fails to provide material information.
- Fails to submit its cost on the enclosed bid form.
- Refuses a reasonable request for an interview.
- 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. Requests for bid results shall be submitted in writing to the Purchasing Agent after the public opening. Request for Proposals will remain confidential until the Bidder has been selected.

**KNOWLEDGE AND EXPERIENCE:** Only Contractors experienced in the industry will be considered for the work. Contractors shall submit a concise summary demonstrating their qualifications, including a minimum of three municipal and/or private references familiar with their work. Highlight your company's experience to provide the highest quality and effective product and reliable service and support.

References will be contacted to confirm the quality of previously completed work, suitability of Contractor operations, and responsiveness to the owner's needs.

**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 Contractor 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.

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 supply terms. No award will be made to any Bidder who cannot satisfy the Owner that he has sufficient ability and experience in this class of work and sufficient capital and plant to enable him to prosecute and complete the Work successfully. The Owner's decision or judgment on these matters shall be final, conclusive, and binding. The Owner may make such investigations as it deems

necessary, and the Bidder shall furnish to the Owner, under oath if so required, all such information and data for this purpose as the Owner may request.

**EXECUTION OF AGREEMENT:** The successful Bidder 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 Bidder.

**FAILURE TO EXECUTE AGREEMENT:** Failure of the successful Bidder to execute the agreement at the date and time agreed upon by the Town and the successful Bidder shall be just cause for cancellation of the award and forfeiture of all deposits.

**CONTRACT TERMINATION:** If at any time the Bidder 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:**

Prior to award of this contract, the Contractor shall submit insurance certificates indicating coverage for all vehicles, public liability and property damage in the following amounts:

|                                 |   |
|---------------------------------|---|
| Comprehensive General Liability | \$ 1,000,000/\$ 3,000,000                 |
| Auto Liability: Property Damage | \$ 1,000,000/\$ 1,000,000                 |
| Personal Injury                 | \$ 1,000,000/\$ 3,000,000                 |
| Workmen's Compensation          | as required by the State of New Hampshire |

Liability Insurance will include "Pollution coverage" and "Additional Insured". Pollution coverage offers protection from accidental or purposeful herbicide applications to waters.

**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 services, materials, labor, and equipment required for the Work, will be supplied at the prices provided in the submitted Bid Form and are intended to provide a complete project.

**OR-EQUAL:** 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.

**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.

**GENERAL CONTRACT REQUIREMENTS:**

Contractor Damage Liability: The Contractor shall be wholly liable for any damages caused by his work effort. Any and all repairs shall be complete prior to project acceptance. All cleanup and repair work will be the responsibility of the Contractor, including removal of all excavated or damaged materials.

Police Details: Police details shall be scheduled as required and only if necessary as decided by Town, and paid by the Municipal Services Department. The Contractor shall coordinate and confirm work schedule with the Municipal Services Department.

## **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\_\_\_\_\_

## **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 \_\_\_\_\_

## **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.

**For questions or clarification on specifications please contact**

Department of Public Works, Director Dave Wholley [dwholley@salemnh.gov](mailto:dwholley@salemnh.gov) or (603) 890-2159

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 OR EMAIL BIDS, THEY WILL NOT BE ACCEPTED.**

## **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.

**Town of Salem, New Hampshire**  
**Purchasing Division**  
**Town Hall, 33 Geremonty Drive, Salem, New Hampshire 03079**

**No Bid Questionnaire**

Reference: Sealed Bid 2021-014

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 \_\_\_\_\_

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

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

**W-9**  
 Form  
 (Rev. December 2014)  
 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.

|   |  |
|---|--|
| 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:<br><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<br><input type="checkbox"/> Single-member LLC<br><input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ► _____<br>Note. 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.<br><input type="checkbox"/> Other (see instructions) ► _____ |  |
| 4 Exemptions (codes apply only to certain entities, not individuals; see Instructions on page 3);<br>Exempt payee code (if any) _____<br>Exemption from FATCA reporting code (if any) _____<br><small>(Applies to accounts maintained outside the U.S.)</small>   |  |
| 5 Address (number, street, and apt. or suite no.)   |  |
| 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:

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 on page 3.

|              |                               |        |
|--------------|-------------------------------|--------|
| Sign<br>Here | Signature of<br>U.S. person ► | Date ► |
|--------------|-------------------------------|--------|

**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.