



**Requests for Bids  
Eastern White Pine Clapboard Siding  
RFB (2022-041)  
Town of Salem NH**

**SALEM PURCHASING**

Gia Faccadio, Purchasing Agent  
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Prepared for and in coordination with

**SALEM MUNICIPAL SERVICES**  
ENGINEERING ♦ PUBLIC WORKS ♦ UTILITIES

## 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**WITHDRAWING BIDS/PROPOSALS:** Proposals may be withdrawn prior to the opening date and time upon written request of the Proposer.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 for the following reasons including but not limited to:

- Fails to adhere to one or more of the provisions established in the proposal.
- 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 this proposal.
- 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. Bid and RFP openings will be scheduled and opened accordingly. Results will not be given over the phone. Please send your request in writing or send an email to [gfacadio@salemnh.gov](mailto:gfacadio@salemnh.gov) to receive sealed bid results after the public opening. All Bids, RFP's, and RFQ's will remain unofficial and if applicable confidential until the award has been posted on the Town website.

**KNOWLEDGE AND EXPERIENCE:** If and as requested per document, 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:** If and as requested per document, projects within the past ten years best illustrating current qualifications for this project.

**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.

The contract will be awarded to a responsive & responsible bidder based on best (lowest) cost first understanding 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.

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

**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:**

Invoices must be physically mailed and/or submitted (emailed invoices unacceptable) to Accounts Payable at:

Town of Salem  
c/o Accounts Payable  
33 Geremonty Drive  
Salem NH 03079.

The invoice must include an itemization of all items, supplies, repairs, labor furnished, including unit list pricing, and net pricing, as identified in the bid award. The total amount due shall be clear and apparent on the invoice for proper payment. Payment terms are net thirty (30) days from the date of the invoice. General terms as allowable: Invoices received before the twentieth of each month should get processed for said month with payment available through said month check disbursement.

**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.

**POLICE DETAILS:** Police Details shall be scheduled as required for safety, by and as required by Town, and will be paid by the Municipal Services Department. The Contractor shall coordinate and confirm work schedule with the Municipal Services Department, or the designee, discuss Police Detail, if approved, and if applicable, provide detail slips back to Municipal Services.

**MATERIAL BIDS:** Not all terms above apply to material bids. In such instance the material requested must meet specification however equal will be considered. Quality of product and delivery will be primary terms.

**TOWN OF SALEM NH**  
**REQUEST FOR BIDS**

You are cordially invited to submit a proposal for Eastern White Pine Clapboard Siding in accordance with the attached specifications, terms, and conditions listed in RFB 2022-041 Eastern White Pine Clapboard Siding which can be obtained at <https://www.townofsalemnh.org/purchasing>. The Town of Salem NH is requesting bids from a Vendor for supply and delivery of 14,000 linear feet of 6 ½" Nominal Clear Eastern White Pine Clapboard Siding for Old Town Hall. Clapboards shall be finished with a primary coat of FMI Acrylic Primer and a second coat of Benjamin Moore Ultraspec Low Luster Paint (White). **All proposals/bids must be received by August 2, 2022, at 11:00 AM EST. Two (2) copies of the BID package must be submitted in a sealed envelope, plainly marked:**

**RFB 2022-041**  
**Eastern White Pine Clapboard Siding**  
**Town of Salem**  
**Purchasing Office**  
**33 Geremonty Drive**  
**Salem NH 03079**

## **INTRODUCTION**

The Municipal Services Department desires to replace the existing clapboard siding at Old Town Hall with new Eastern White Pine Clapboard Siding to historically replicate the original envelope of the building. This will be a Lump Sum type bid. Vendors will be required to submit their proposal as Lump Sum Price for materials including delivery to Salem NH. Vendors shall complete and confirm below that their product meets specifications. Vendors may affirm that their product is equal. If declaring an equal the vendor must list material below and provide cut sheet as applicable with their bid. Equal will be determined by the Town and will be examined closely understanding the historical aspect of this request.

## **BACKGROUND**

The Salem Old Town Hall is located at 310 Main Street, just north of the intersection with Bridge Street. It sits on a 3.5-acre parcel owned by the Town of Salem on the bank of the Spicket River in the town center. This parcel was listed to the National Register of Historic Places in 2011 as contributing to the Salem Common Historic District. Included in the district are the Alice Hall Memorial Library (originally constructed as School No. 1 in 1861), north of the Old Town Hall, at 312 Main Street; the Hose House No. 2 (built 1906, now a museum for Salem police and firefighting history) at the south end of the parcel; Salem Center Burying Ground; and Salem Common/Veteran's Park, with a gazebo (built in 2000 to replace an earlier bandstand), war monuments, and hardscaped pathways at the intersection of Main and Bridge streets. This is also within the locally regulated historic district.



The Salem Old Town Hall was constructed in 1738, serving originally as the Salem Meeting House. It was a traditional meeting house with a large single meeting space with galleries above the main level. It served both religious and civic functions as the meetinghouse for the early inhabitants of Salem until 1838, when it was moved to its present location and used as their Town Hall. The single space was divided into two stories. Since then, it has undergone several some other changes, most notably in 1900 when a renovation was sponsored by Edward Searles and designed by architect Henry Vaughn giving it Tudor Revival elements. It was listed on the New Hampshire State Register of Historic Places in 2009 and at the same time was determined individually eligible for listing in the National Register of Historic Places. In 2011 it was listed as contributing to the Salem Commons Historic District. The property is owned and maintained by both the Town of Salem and Salem Historical Society as the town's museum and meeting place for the Salem Historical Society and the Salem Historic District Commission.

#### **LCHIP GRANT**

The Town of Salem, Municipal Services Department, and the Historic District Commission were recipients of a 2022 LCHIP Grant. As part of that grant the Town has written a stewardship plan for preservation of this historical asset including pledging to use historically correct materials for any type of corrective work.

#### **SELECTION AND AWARD**

The selection and award will be based on the following and/or as determined as the most responsible and qualified bid in the Town's best interest:

- Lowest Responsible Bid meeting exact specifications including delivery.
- Equals may be submitted however back up cut sheets must be included with bid for any type of consideration.

#### **BID DELIVERABLES – TWO COPIES**

- BID Sheet completed in full and correct acknowledging specifications and delivery date.
- Signatory Declaration Completed
- All bids must be received by August 2, 2022, at 11:00 AM EST.

## RFB 2022-041 Eastern White Pine Clapboard Siding

### BID FORM

VENDOR: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**OLD TOWN HALL:** The Municipal Services Department desires to replace the existing clapboard siding with new Eastern White Pine Clapboard Siding to historically replicate the original envelope of the building. This will be a Lump Sum type bid. Vendors will be required to submit their proposal as Lump Sum Price for materials including delivery to Salem NH. Vendors shall complete and confirm below that their product meets specifications. Vendor may affirm that their product is equal. If declaring an equal the vendor must list material below and provide cut sheet as applicable with their bid. Equal will be determined by the Town and will be examined closely understanding the historical aspect of this request.

LUMP SUM:   \$   \_\_\_\_\_

WRITTEN: \_\_\_\_\_

DELIVERY DATE: \_\_\_\_\_

MATERIAL	MEETS SPEC	
14,000 LINEAR FEET of 6 ½" Nominal Clear Eastern White Pine. Clapboards shall be finished with a primary coat of FMI Acrylic Primer and a second coat of Benjamin Moore Ultraspec Low Luster Paint (White).	<input type="checkbox"/>	<input type="checkbox"/>
EQUAL		

#### NON-COLLUSION STATEMENT

By Submission of the Bid or Proposal, the Bidder Certifies that:

1. This bid or proposal has been independently arrived at without collusion with any other competitor or potential competitor;
2. This bid proposal has not been knowingly disclosed and will not be knowingly disclosed prior to the opening of bids or proposals for this project, to any other bidder, competitor, or potential competitor;
3. No attempt has been made to induce any other person, partnership or corporation to submit or not to submit a bid or proposal;
4. The person signing this bid or proposal certifies that he has fully informed himself regarding the accuracy of the statements contained in this certification, and under the penalties of perjury, affirms the truth thereof, such penalties being applicable to the bidder as well as to the person signing in its behalf;
5. That attached hereto (if a corporate bidder) is a certified copy of a resolution authorizing the execution of the certificate by the signatory of this bid or proposal on behalf of the corporate bidder.

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.

The Interested Vendor here understands the intent of the bid including specifications thereof products requested.

It is hereby understood that the Town of Salem reserves the right to reject any and all proposals or parts of proposals; to waive any defects, information, and minor irregularities; to accept exceptions to these specifications; to award contracts, or to cancel this request, if it is in the Town's best interest to do so.

## **SIGNATORY DECLARATION**

I, the undersigned, acknowledge completion and receipt of the Authorized Signatory Declaration Form, and fully understand my responsibility as an Authorized Signatory on this document and all subsequent forms thereof requiring signature. In particular I understand rules regarding the referencing, checking, and verification as necessary for disclosure to award this bid or proposal as requested and defined within this document. The bid document as submitted has not been altered knowing all information must be filled out correctly for consideration. It is hereby understood that the Town of Salem reserves the right to reject any and all proposals or parts of proposals; to waive any defects, information, and minor irregularities; to accept exceptions to these specifications; to award contracts, or to cancel this request, if it is in the Town's best interest to do so.

Written Name of Authorized Signatory: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_