



Request for Qualifications Town-Wide Flyover and Planimetric Update RFQ 2023-015 Town of Salem NH

SALEM NH PURCHASING

Gia Faccadio, Purchasing Agent
Nicole McGee, Finance Director

Christopher Dillon, Town Manager

Prepared for and in coordination with the
Salem NH Community Development Department

John Vogl – GIS Manager/Planning Coordinator

jvogl@salemnh.gov

REQUEST FOR QUALIFICATIONS
RFQ 2023-015
TOWN WIDE FLYOVER AND PLANIMETRIC UPDATE

The Town of Salem, NH, the Community Development Department, is accepting proposals to select a qualified contractor to produce new Town-wide 3-inch pixel resolution true color digital orthoimagery and updated 100-scale planimetric based on new spring 2023 aerial digital photography, in accordance with the attached specifications, terms, and conditions listed in RFQ 2023-015 Town Wide Flyover, which can be obtained at <https://www.townofsalemnh.gov/purchasing>. The Town of Salem NH is requesting bids from a qualified consulting engineer with the ability to provide sufficient documentation and references as to their abilities to perform this service. The selection process will be qualifications based. **All proposals must be received by March 14, 2023, at 10:00 AM EST. Three (3) copies of the BID documents in which must be signed, along with a thumb drive with sample work of products, submitted in a sealed envelope, plainly marked:**

RFQ 2023-015
Town Wide Flyover
Town of Salem NH
Attn: Purchasing Office
33 Geremonty Drive
Salem NH 03079

Qualifications based Letters of Interest must be received by **March 14, 2023, at 10:00 AM EST.**

Qualified Firms requiring additional information or clarification relative to the contents of the bid may direct inquiries to Gia Faccadio, Purchasing Agent, gfaccadio@salemnh.gov, (603) 890-2090.

The Town reserves the right to reject any or all proposals and/or to reduce the scope of work to an amount proportionate to availability funding and/or to otherwise make adjustments as deemed 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.

1: Project Goals

The Town of Salem, New Hampshire is seeking proposals from qualified firms for the acquisition of new town-wide orthoimagery and an update to select planimetric layers. Provided below are detailed specifications related to the project.

2: Background & Project Area

The Town of Salem, NH, population 30,000, is located on the New Hampshire/Massachusetts border between Boston Massachusetts and Manchester, New Hampshire on the Interstate 93 Corridor (see Figures 1 and 2). Salem is one of the fastest growing Towns in the area in terms of population and building construction.

The Town has had a GIS program in place since the 1980's. In 2017, the Town established a new GIS Manager and reinvigorated it's GIS program. A new aerial survey and new 1"=100' scale 2' contour mapping of the Town was performed in 2019. The Town is seeking an update to build upon that project.

The project area includes the entire Town of Salem, New Hampshire, plus the entire perimeter of Canobie Lake, and the Rte 111 corridor between Salem and the Windham town line. and 200-feet beyond town borders.

Approximate Area in Sq. Miles: 30

Approximate Population: 30,000

Approximate Number of Parcels: 10,500

Approximate Number of Structures:

15,000+ Approximate Road Miles: 213

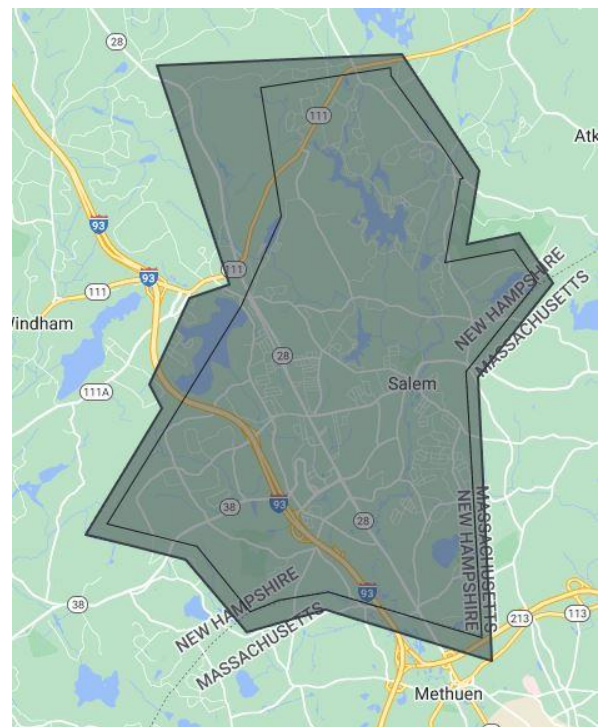


Figure 1: Salem, NH Location

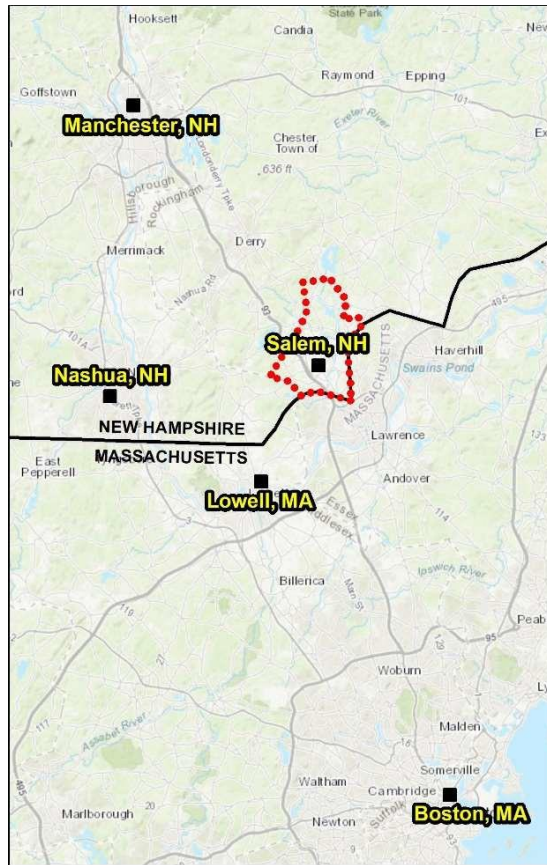
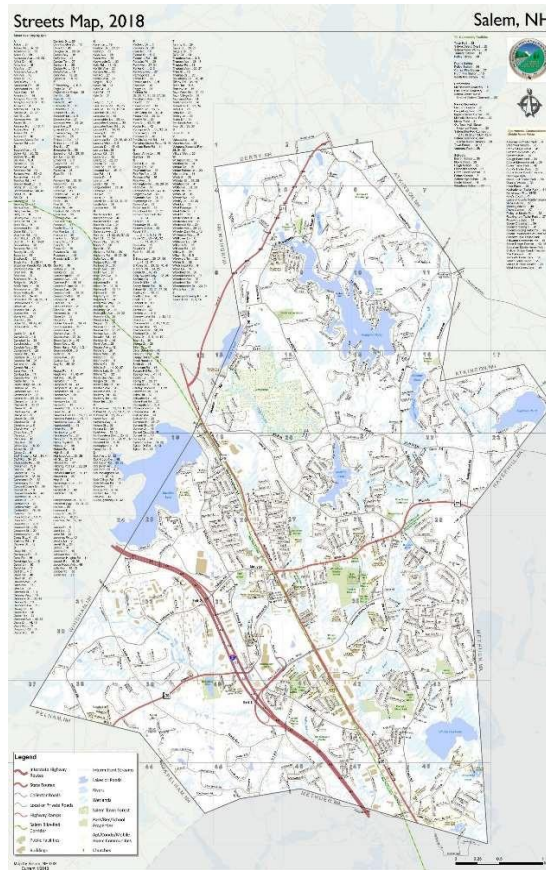


Figure 2: Salem, NH Streets Map



3: Scope of Services

The scope of work for this project will consist of developing digital orthoimagery and planimetric mapping that meets 1"=100' scale ASPRS mapping standards.

The Scope of Work for this project includes:

- Color aerial imagery acquisition at a suitable resolution to support development of planimetric mapping that meets 1"=100' scale ASPRS standards and production of 3" orthoimagery for the entire project area.
- Ground Control and Aerotriangulation
- Planimetric Mapping limited to the Town of Salem
- True color Digital color orthoimagery (3-inch pixel resolution) for the entire project area

- As an option, the Town is requesting pricing for the delivery of 2-inch pixel resolution digital orthoimagery within the study area as an alternative to 3-inch. Deliverables must meet or exceed ASPRS Class 1 standards as stated in Section V.
- Final planimetric mapping files shall be delivered in AutoCAD DWG and ESRI File Geodatabase format.
- Tiled and seamless digital orthoimagery shall be delivered in Mr SID, TIFF and ESRI File Geodatabase format.

The Town retains the option to modify the Scope of Services in order to stay within the Department's available budget and achieve the most cost-effective return for the Community.

4. Minimum Performance Criteria

A. The work shall conform to the following minimum performance criteria:

1. All mapping shall meet ASPRS and National Map Accuracy standards for 1"=100' mapping
2. Photogrammetric project work will be accomplished under the direct supervision of a photogrammetrist certified by the American Society of Photogrammetry and Remote Sensing (ASPRS). The photogrammetrist shall make maximum utilization of his/her professional experience to select the technique or methods conducive to superior results.
3. Survey work shall conform to the Procedural and Technical Standards for the practice of land surveying in New Hampshire. Ground survey control for the project will be accomplished under the direct supervision of a Professional Land Surveyor registered to practice in the State of New Hampshire.
4. Horizontal datum shall be the NH State Plane Coordinate System NAD83 (feet). Vertical datum shall be National Geodetic Vertical Datum of 1929 (NGVD).
5. Contractor must propose and adhere to an aggressive project schedule.

5. Detailed Specifications

Outlined in this section are detailed specifications related to the project. Interim and final deliverables shall be submitted to the Town on a non-returnable portable hard drive.

5.1. Digital Aerial Imagery Acquisition

Color digital aerial imagery shall be acquired for the project area. A manned aircraft with a large format photogrammetric grade digital aerial camera will be used for the acquisition. The contractor shall develop a flight plan that abides by applicable standards of the American Society for Photogrammetry and Remote Sensing (ASPRS). This flight plan, including proposed control points, shall be included in the proposal.

Unacceptable coverage resulting from deviation from the approved flight plan shall be corrected at the contractor's expense. The photography must meet prescribed specifications of ASPRS for scale, overlap, crab, tilt, and other standard requirements necessary to support the development of mapping that meets 1"=100' scale ASPRS accuracy standards. These specifications must be stated in the contractor's proposal.

The flight shall occur during the Spring of 2023, under optimal conditions of high sun angle (greater than 45 degrees), no snow, no cloud cover, and full defoliation. It is preferred the flyover be performed in a single mission.

Upon completion of the aerial photography mission, the film (if applicable) shall be inspected for cloud shadow, density, and clarity. The photographs will then be checked for sidelap, endlap and crab. A QC summary report shall be provided to the Town.

Deliverable Products:

- a. A copy of the current camera calibration report.
- b. The flight plan and boundaries, including control layout, shall be provided with the proposal on a single sheet plotted to scale.
- c. Data of the actual flight lines and photo centers from the flight shall be provided in DWG and ESRI File Geodatabase format.
- d. A quality control report produced during review of the film (if applicable).

5.2. Ground Control and FAAT

The contractor shall be responsible for establishing and surveying both horizontal and vertical control required to develop mapping that meets Class 1 ASPRS standards for 1"=100' scale mapping. If adequate, Airborne GPS can be used on this project. The contractor shall state the number of ground control points that will be acquired in the proposal.

The Contractor shall provide the Town with a ground control report, control diagrams, and other applicable deliverables as outlined in Deliverable Products.

Deliverable Products:

- a. Ground Control and Aerotriangulation Report
- b. 8 ½" X 11" sketches of all control points.
- c. FAAT Solution Tables
- d. A digital data layer in ESRI file geodatabase format containing the ground control points along with pertinent attributes including calculated X, Y and Z coordinates, type of point, etc.).

5.3. Planimetric Update

A planimetric update will be performed to identify and map changes between 2019 and 2023 for the built environment, including Building and Transportation features. Feature differences present in the 2023 aerial will be mapped as a stand-alone layer provided to the town and will include spatial additions/deletions/updates visible between the two aerals. Mapping efforts will be limited to the extent of the Town of Salem.

The deliverables from our 2019 project shall be used as the baseline conditions. The Town will provide the contractor with current mapping layers, inclusive of frequent updates from submitted plans, and mapping indicating the location of issued building permits to aid in change identification, however the data is to used for reference only.

Table 1

Features to be Updated as Part of the Aerial Mapping Project:

- **Building Features:** Buildings, Out Buildings, Mobile Homes, Swimming Pools, Foundations, Decks and Porches, Building Fire Walls
- **Transportation Features:** Roads, Road Centerlines, Traffic Islands, Street Names, Bridges, Trails, Railroads, Sidewalks, Crosswalks, Guardrails, Parking Areas, Driveways

The Contractor will be required to follow a topologically structured layering/database design that will allow the Town to easily integrate this data with GIS. Features shall be automated to allow polygon creation. Geodatabase design will be finalized during the Pilot phase (Section 5.7).

All tiles must be edge-matched visually and by coordinate reference with adjacent tiles. The connectivity of line, area, and polygon data must be mathematically exact. No "overshoots", "undershoots," or "offsets" are permitted. Lines and graphic entities that intersect must digitally integrate exactly.

Features to be captured, associated layer names, and topology standards are as outlined in Appendix 3.

Deliverable Products:

- a. Pilot project consisting of two to four map sheets.
- b. Digital Data Files - All maps and databases shall be prepared in formats suitable for running in AutoCAD (Current version) (.DWG) format and ESRI File Geodatabase format. Data to be captured, and associated layer design, is detailed in Appendix C.
- c. Monthly progress reports.

5.4. Digital Orthoimagery

Color digital orthoimagery shall be developed for the project area. Digital orthoimagery must meet ASPRS Class 1 mapping accuracy requirements for 1"=100' scale mapping and must be configured in the same tile units as planimetric mapping. The Contractor shall abide by applicable standards for developing digital orthoimagery, reducing shadows and building lean, and correction of errors.

Digital ortho imagery will be generated with at least a 3-inch pixel resolution and delivered to the Town in georeferenced TIFF, SID and seamless ESRI File Geodatabase file formats. Tile layout shall match planimetric tile layout as specified above. It is expected that the digital images will be clear, carefully mosaiced, and have standardized color balance throughout the project area.

Proposer shall state the proposed imagery capture resolution for each orthophoto option in the proposal.

All GIS data deliverables shall have Federal Geographic Data Committee (FGDC) compliant metadata in File Geodatabase and/or XML format readable within ArcCatalog.

Deliverable Products:

- a. Pilot project consisting of two to four map sheets.
- b. True-color data shall be delivered in both georeferenced .tiff format, seamless MrSID compressed format and ESRI File Geodatabase format. These data must be readable in ArcGIS. Delivery will include a seamless project area image and tiled subareas.
- c. Digital Elevation Model (DEM) data used to create the digital orthophotos will be delivered in both CAD and ESRI geodatabase format.
- d. Tile grid in ESRI file geodatabase format.

5.5 Geodatabase Formatting

The proposer shall deliver planimetric mapping data in ESRI File Geodatabase format. The exact Geodatabase design of ESRI-based deliverables shall be agreed to by the Town and the selected Contractor and will be similar to the AutoCAD-based layer design provided on Appendix 2.

Deliverable Products:

- e. Final seamless digital vector data shall be delivered in ESRI geodatabase format on a non- returnable portable hard drive.

5.7 Pilot Project

A pilot project will precede the creation of any final deliveries. The pilot area will be an area of approximately 2 to 4 tiles in size, selected by the Town in consultation with the contractor. The pilot is intended to test all production methodologies and establish successful procedures to follow throughout the rest of the project. While it is understood that ground control, aerial photography, and FAAT will likely be conducted for the entire project prior to the pilot, the rest of the project tasks that are contracted will be initially conducted only for the pilot area before authorization for full production is authorized.

During the pilot, the contractor and Town will also:

- Finalize the database design for the geodatabase with any required minor modifications.
- Finalize the delivery schedule based on the results of the pilot.
- Determine compression of MrSID orthophotography deliverable based on testing.

The above tasks will be undertaken with input from the Town. Upon successful completion and acceptance of the pilot, the Town will authorize full production of all orthophoto, planimetric, and topographic products described in detail below. It is imperative that the pilot project be completed on-time, according to the winning vendor's schedule.

The Contractor shall also provide monthly progress reports noting what has been accomplished during the reporting period.

5.8 Acceptance of Deliverables and Town QA/QC Procedures

In addition to QA/QC performed by the vendor, the Town will subject interim and final deliverable products to a series of visual, digital, and data accuracy checks to validate topology, completeness, and accuracy. In general, products with missing areas, gross errors, poor edgemark, etc. will be returned to the vendor for correction.

5.9. Optional 2-inch Pixel Orthoimagery

The Town of Salem is interested in acquiring the highest quality orthoimagery possible. As an alternative approach, the Town may consider delivery of 2-inch pixel resolution color digital orthoimagery. A cost sheet is provided to support this alternative. Products developed as part of this process shall meet or exceed the 10cm (2 pixel) RMSE accuracy class per the ASPRS 2014 Positional Accuracy Standards for Digital Geospatial Data

For this option, the proposer must state the accuracy standard adhered to, provide a map showing proposed flight lines and ground control points, state camera used and elevation flown, and state deliverables.

5.10 Project Management and Meetings

The proposer shall indicate in the Proposal who the Project Manager for the project will be. The Town requires a minimum series of meetings with the Project manager and other key personnel, as follows:

1. Project kick-off meeting and pilot project planning meeting
2. Pilot review meeting
3. Review meeting to resolve any significant problems.

The Plan for Services shall include these meetings as milestones in the project schedule and timeline. In addition, the dates for all proposed “delivery area” imagery and check plot deliveries should be specified in the project schedule and timeline. If the vendor feels that more or less meetings are necessary, this should be indicated in the Plan for Services. Conference calls and/or on-line webinars may substitute for in-person meetings at the discretion of the Town.

6. Alternative Approaches

Alternative approaches and pricing are encouraged if the contractor feels an alternate approach will provide the Town with a superior product. Any alternative approaches or pricing options can be described in an “Alternative Approach” section of the proposal and/or can be itemized in the cost form. Alternative approaches may include the use of aerial LiDAR to fulfill or enhance the needs of this project.

7. Format of Proposals

The Town is seeking proposals for this effort. The proposals shall include the following, as well as the documents required elsewhere in this RFQ:

7.1 Introduction

- a. Introduction to the firm and statement of Firm's financial status.
- b. Agreement to incorporate both this RFQ and the proposal into an Agreement to be negotiated in good faith.
- c. Statement that the firm will commence with aerial photography upon notice-to proceed.
- d. Statement of any proposed subcontractors.
- e. Statement of commitment to good working rapport with the Town.

7.2 Scope of Work

- a. Concise Scope of Work
- b. Statement detailing any exceptions to the RFQ.
- c. Statement of aerial imagery acquisition process including type of large format camera, anticipated number of exposures, photo scale/resolution, flight altitude, number of bands, forward and sidelap percentage, maximum crab and tilt, minimum sun angle, and pixel resolution.
- d. Include map of proposed flight plan labeled with proposed ground control points.
- e. Statement of ground control and FAAT process and standards including number of anticipated ABGPS and ground control points.
- f. Statement of acceptance (or exceptions) of planimetric and topographic mapping specifications provided.
- g. Statement of digital orthoimagery deliverables including pixel resolution and capture resolution.
- h. Statement of accuracy standards that will be adhered to.
- i. Statement of where work will be completed.
- j. Statement on Geodatabase formatting.
- k. Statement of strategy to integrate new data into the Town's existing GIS structure.
- l. Statement of proposed schedule for all phases.

7.3 Related Experience

- a. Brief descriptions of and references for four similar projects including customer contact information.
- b. Qualifications Statement, including any previous experience serving the Town of Salem.

7.4 Staffing Plan

- a. Brief description of staffing plan including project manager, key staff, and sub-contractors.

7.5 Project Management Meetings/Schedule

- a. Statement on plan for meetings with Project Manager and other key personnel at key points including project kick-off and pilot review and regular work status updates.
- b. Statement on schedule for delivery milestones.

7.6 Alternatives

Description of alternatives

7.7 Price Proposal

Price proposal for project scope and optional 2-inch orthoimagery alternative.

7.8 Signed Statements

Bidder must complete the Indemnification Form, Non-Collusion Statement, Signatory Declaration, No Bid Questionnaire and W-9 located in Appendix D of this RFQ.

8. Selection Criteria

The contract will be awarded to the responsive contractor submitting the most advantageous proposal to the Town of Salem.

Following submission, a panel will be selected to review proposals based on Items 7.2 – 7.5 using the following matrix:

| | | |
|------------------------------------|------------|--|
| <i>Highly Advantageous*</i> | 3-5 points | Response excels on the specific criterion |
| <i>Advantageous</i> | 2 points | Response meets evaluation standard for the criterion |
| <i>Least Advantageous</i> | 1 point | Response does not fully meet the criterion or leaves a question or issue not fully addressed |
| <i>Does Not Meet</i> | 0 points | Does not address the criterion |

The Town reserves the right to award the contract to the most advantageous proposal, taking into consideration both technical and fee aspects of the proposals and options for the 2" Pixel Alternative. Prior to selecting a firm, the staff may contact and schedule interviews with one or more selected firms. An aggressive schedule is desired.

9. Statement regarding project funding

Funding for this project has been included in the 2023 Budget for the Town of Salem. A public vote to approve this budget will take place at the Annual Town Meeting election on March 14, 2023. An award of this contract is subject to Town funding approval.

10. Schedule

The Town of Salem desires to choose a vendor in early March. It is anticipated that a notice to proceed on this project will be issued after March 14, 2023 following the Town's Annual Town Meeting election.

11. Ownership of Deliverables

All deliverable products of this work will be the property of the Town of Salem. The Town of Salem will have the right to sell or freely distribute the products in accordance with state and federal law.

Appendix A

Town of Salem, New Hampshire Town-Wide Photogrammetric Mapping Project Price Proposal Form

Prices include services as specified in the RFQ.

Task numbers are coordinated with the RFQ scope items.

Photogrammetric Mapping Price Proposal (3" Pixel Orthophoto Option)

| Task | |
|---------------------------------|--|
| 5.1 Flight & Aerial Acquisition | |
| 5.2 Ground Control & FAAT | |
| 5.3 Planimetric Mapping | |
| 5.4 Digital Orthoimagery | |
| 5.5 Geodatabase Formatting | |
| | |
| Total Project Cost | |
| | |

Comments:

| | |
|----------------------|--|
| Name of Firm | |
| Authorized Signature | |
| Printed Name | |
| Date | |
| Email | |

Appendix B

Town of Salem, New Hampshire Town-Wide Photogrammetric Mapping Project Price Proposal Form

Prices include services as specified in the RFQ.

Task numbers are coordinated with the RFQ scope items.

Photogrammetric Mapping Price Proposal (3" Pixel Orthophoto Option)

| Task | |
|---------------------------------|--|
| 5.1 Flight & Aerial Acquisition | |
| 5.2 Ground Control & FAAT | |
| 5.3 Planimetric Mapping | |
| 5.4 Digital Orthoimagery | |
| 5.5 Geodatabase Formatting | |
| | |
| Total Project Cost | |
| | |

Comments:

| | |
|----------------------|--|
| Name of Firm | |
| Authorized Signature | |
| Printed Name | |
| Date | |
| Email | |

Appendix C

Planimetric Layer Specifications (for Reference only)

Building Features

| Description | Layer | Topology | Comments |
|---------------------|--------------|----------|--|
| Buildings-General | BLDG_GEN | Polygon | All residential and/or commercial enclosed structures. |
| Out Buildings | BLDG_OUT | Polygon | Out buildings such as sheds. |
| Mobile Homes | BLDG_MH | Polygon | All visible mobile homes. |
| Above Ground | BLDG_POOL_AG | Polygon | All visible above ground swimming. |
| In-Ground Pools | BLDG_POOL_IG | Polygon | All visible in-ground swimming. |
| Foundations | BLDG_FDTN | Polygon | All visible foundations and ruins. |
| Building Fire Walls | BLDG_WALL | Polygon | All discernible fire walls, common. |
| Decks and Porches | BLDG_DECK | Polygon | All visible decks with label point in. |

Transportation Features

| Description | Layer | Topology | Comments |
|----------------------------|---------------------------------|---------------|---|
| Paved Street Pavement Edge | RD_EDGE | Line/Polygon | All edges of street pavement including alley ways. Pavement edges must be continuous and should not break at driveways, parking lots or other features. |
| Unpaved Street Edge | RD_EDGE_UNPAV | Line/Polygon | All unpaved street edges. Edges must be continuous and should not break at driveways, parking lots, etc. |
| Traffic Islands | RD_ISLAND | Polygon | All traffic islands. Must be coincident with Edge of Pavement features. |
| Street Annotation | RD_TEXT | Annotation | Include road names as text placed in the center of the traveled way. |
| Bridge | RD_BRIDGE RD_BRIDGE_PT | Polygon/Point | Show limits of bridge structures. Label point in visual center of all bridges. |
| Paved Street Centerline | RD_CL_PAVED | Line | Compile visual center of paved streets. Psuedonodes must be placed at all intersections. |
| Trails and Paths | TRAIL | Line | Identify all visible pedestrian and bicycle trails. |
| Sidewalks | RD_SDWLK | Line | Front and back of sidewalk. If front of sidewalk is coincident with curb or road feature, road features take precedence. |
| Paved Parking Areas | PARKING_PV PARKING_PV_PT | Polygon/Point | Identify all areas that have more than four parking spaces. All of these features must be labeled with "PK" the visual center of the lot. |
| Unpaved Parking Areas | PARKING_UPVD PARKING_UPVD_PT | Polygon/Point | Identify all areas that have more than four parking spaces. All of these features must be labeled with "PK" the visual center of the lot |
| Paved Driveways | DRIVEWAY DRIVEWAY_PT | Polygon/Point | Identify all public and private paved driveways. All to contain a label at the visual center of the driveway. |
| Unpaved Driveways | DRIVEWAY_UPV DRIVEWAY_UPV_PT | Polygon/Point | Identify all public and private unpaved driveways. All to contain a label at the visual center of the driveway. |
| Railroads | RAILROAD | Line | Railroad Lines |

Appendix D



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.

Signature: _____

Date: _____



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.

Signature: _____

Date: _____



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: _____



NO BID QUESTIONNAIRE

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.

A no bid is submitted in reply to the Town of Salem, NH invitation in reference to:

Given the following:

_____ Item not supplied by our company
_____ Bid Specification (Provide reason)

_____ Profit Margin too low
_____ Past experience with the Town of Salem (Provide reason)

_____ Insufficient time allowed to prepare and respond to bid request
_____ Bid requirements (Provide reason)

_____ Priority of other business opportunities limits time.
_____ Other reason(s): _____

Signature: _____

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 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. | |
| | 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) _____ (Applies to accounts maintained outside the U.S.) | |
| | 5 Address (number, street, and apt. or suite no.) | Requestor's name and address (optional) |
| | 6 City, state, and ZIP code | Town of Salem, NH 33 Geremonty Drive Salem, NH 03079 |
| | 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.

| | | |
|------------------|----------------------------|--------|
| Sign Here | Signature of 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.

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:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued).
- Certify that you are not subject to backup withholding, or
- 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
- 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.