



Town of Salem, New Hampshire

**Purchasing Department
33 Geremonty Drive
Salem, New Hampshire 03079
(603) 890-2090 FAX (603) 890-2091
www.townofsalemnh.org**

REQUESTS FOR PROPOSAL

The Town of Salem, New Hampshire will receive Requests for Proposals at the office of the Purchasing Coordinator, Salem Town Hall, 33 Geremonty Drive- Salem, NH according to the schedule listed below;

Printing and Binding Town Report and Town Warrant

Until December 18 @ 11:00am

At which time and place the proposals will be opened and publicly read. The SEALED envelope should be plainly marked:

TOWN REPORT/WARRANT PROPOSAL

Proposals shall be submitted on the enclosed Proposal sheet (if applicable) to the listed minimum specifications. If you find these specifications to be unreasonably restrictive, please contact the Purchase 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 proposals or any part thereof to waive any informalities in the proposal, and to accept the proposal considered to be in the best interest of the Town. The Town also reserves the right to conduct reasonable negotiations with low proposal or sole proposal. Failure to submit all information requested may disqualify a proposal.

Purchase Agent

Date

SPECIFICATIONS

TOWN WARRANT 2015 (Document #1)

Number of copies	500
Number of pages	Approximately 36 pages
Text	50 lb. Offset or equivalent
Color	White
Finished book size	8 ½ x 11
Binding	Saddle Stitch

TOWN REPORT 2014 (Document #2)

Number of copies	500 or 700
Number of pages	Approximately 175 (Includes 2015 Town Warrant in Colored Paper – Approximately 50 pages)
Front & Back Cover	100 lb. Index or equivalent <i>Color cover both front and back (also Town of Salem and date on spine of town report)</i>
Text	50 lb. Offset or equivalent
Finished book size	8 ½ x 11
Binding	Perfect

Also materials for warrant and town report will be provided to the printer digitally and on a flash drive/e-mail.

Please give price for both 500 and 700 copies of the Town Report.

Absolutely no subcontractors. Town Report is to be handled in house by printer

TOWN OF SALEM, NEW HAMPSHIRE

2014 TOWN REPORT & 2015 TOWN WARRANT PROPOSAL SHEET

TOWN REPORT PRINTING AND BINDING

Number of copies (500 or 700) \$ _____

Number of pages \$ _____

Number of pages 175 approximately (Includes 2015 Town Warrant in
In color paper-approximately 50 pages)
Per enclosed specifications

Front & Back Cover (100lb. index or equivalent) \$ _____

Color cover both front & back (also Town of Salem and
Date on spine of town report)

Text

50lb offset or equivalent \$ _____

Per enclosed specifications

Finished book size

8 ½ x 11 \$ _____

Per enclosed specifications

Binding

Perfect \$ _____

TOWN WARRANT PRINTING AND BINDING 2015

Cost for text \$ _____

50lb Offset or equivalent

Cost per page \$ _____

Approximately 36 pages

Per enclosed specifications

Color (white)

Finished book size (8 ½ x 11)

Total cost for 500 copies (saddle stitch binding) \$ _____

Per enclosed specifications

PROPOSAL SUBMITTED BY: Vendor _____

Address _____

By _____ Title _____

Phone _____ Date _____

Email _____

Faxed proposals will not be accepted

**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.	Name (as shown on your income tax return)	
	Business name/disregarded entity name, if different from above	
	Check appropriate box for federal tax classification: <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ <input type="checkbox"/> Other (see instructions) ▶ _____	Exemptions (see instructions): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____
	Address (number, street, and apt. or suite no.)	Requestor's name and address (optional) Town of Salem 33 Geremonty Drive Salem, NH 03079
	City, state, and ZIP code	
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 the "Name" line to avoid backup withholding. For individuals, this is 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 chart on page 4 for guidelines on whose number to enter.

Social security number								
			-				-	
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 Here	Signature of U.S. person ▶	Date ▶
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General Instructions

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

Future developments. The IRS has created a page on [irs.gov](http://irs.gov/w9) for information about Form W-9, at www.irs.gov/w9. Information about any future developments affecting Form W-9 (such as legislation enacted after we release it) will be posted on that page.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, payments made to you in settlement of payment card and third party network transactions, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

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.

Note. If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.