



**Requests for Bids**  
**Old Town Hall Exterior Siding and Trim Repair**  
**RFB (2022-039)**  
**Town of Salem NH**

**SALEM PURCHASING**

Gia Faccadio, Purchasing Agent  
Nicole McGee, Finance Director

**Christopher Dillon, Town Manager**

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 [gfaccadio@salemnh.gov](mailto:gfaccadio@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 the most responsive & responsible bidder based on the best cost, qualifications, and experience, including, 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. The lowest bidder will always be utilized first however should any scheduling conflicts occur the Town, at its discretion, reserves the right to use the second bidder as applicable to immediate and scheduled operations. Bid Proposal evaluation will be done by the Utility Division of Municipal Services and as guided in the document in the best interest of the Town.

**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.

**TOWN OF SALEM NH  
REQUEST FOR BIDS  
RFB 2022-039  
Old Town Hall Exterior  
Siding and Trim Repair**

You are cordially invited to submit a proposal for Old Town Hall Exterior Siding and Trim Repair in accordance with the attached specifications, terms, and conditions, listed in RFB 2022-039 Old Town Hall Exterior Siding and Trim Repair which can be obtained at <https://www.townofsalemn.org/purchasing>. The Town of Salem NH is requesting bids from a Qualified Contractor to install exterior siding and trim on the Old Town Hall which is a historical building listed on the National Register. The work includes the furnishing of all materials (not siding), labor, equipment, fuel, tools, transportation, and services for this work. The siding for the building is unique and will be provided – primed nominal and clear eastern white pine. There will be a pre-bid meeting held at the site, 310 Main Street – Salem NH, on August 12, 2022, at 9:00 AM. **All proposals/bids must be received by August 23, 2022, at 11:00 AM EST. Two (2) copies of the BID package must be submitted in a sealed envelope, plainly marked:**

**RFB 2022-039  
Old Town Hall Exterior Siding and Trim Repair  
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. The Town has procured the siding and will provide that to the selected contractor. The Municipal Services Department will be the contract administrator for this project with additional oversight and perspective from the Historic District Commission. All work, methods, and materials must be in compliance as set forth by the Secretary of the Interior's Standards for the Treatment of Historic Properties

## **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.

#### **SCOPE OF WORK**

- *SIDING REMOVAL*

Remove approximately 50 square of siding. Remove window pediments to properly replace siding and flash window headers. Remove plywood skirt boards and damaged corner boards as needed. Repair rotted or damaged structure areas as needed when discovered. (NOTE: See Allowance)

- *INSTALL NEW SIDING*

Install house wrap on entire building. Install new primed eastern white pine clapboard siding provided by Town – Approximately 14,000 ln ft. with 4" reveal. Nails shall be stainless steel ring shank nails.

- *TRIM and DETAIL*

Install in kind skirt boards along foundation ribbon and replace damaged or rotted corner boards as needed. Replace and install new window header with in kind solid crown molding to match existing. Install all flashing needed to secure weather tight application. Replace any damaged or rotted soffit and fascia as needed.

***All materials for the above shall be of wood composite and primed white.***

#### **ALLOWANCE**

Unforeseen conditions: **\$4,000.00**

The allowance given may be adjusted as applicable understanding the unknown extent of the underlying board material and age of building. The Contractor shall make every effort possible to preserve any items that appear or can be salvageable.

All work should be under the guidance of a professional carpenter understanding the general requirements set forth by the Secretary of the Interior's Standards for the Treatment of Historic Properties

## **GENERAL REQUIREMENTS**

- All work done neatly and safely
- Proper equipment required including staging
- All debris removed and disposed of properly and legally

## **REFERENCES**

Contractor will provide at least three (3) complete references from clients that have used the Contractor's services in the past. References must include the following information (must be current):

- Reference's organization or company name.
- Reference's physical mailing address, phone number and email address.
- Contact person.
- Description and date of project and/or type(s) of services provided for each reference.

The Town reserves the right to contact listed references once an award or notification to the Contractor is made.

## **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 and Qualified Bid meeting scope.
- References and ability to perform work, based on historical application, are satisfactory.
- Scheduling of work.

## **BID DELIVERABLES – TWO COPIES**

1. Appendix A - BID Sheet completed in full and correct. The bid is Lump Sum all-inclusive of the work and as requested in the document. The Bid shall be identified numerically and written in words on the BID Sheet. References listed accordingly.
2. Appendix B - Signatory Forms completed and signed accordingly.
3. W-9 - Completed and Signed
4. All proposals must be received at Salem Town Hall, 33 Geremonty Drive, by August 23, 2022, at 11:00 AM EST.

## APPENDIX A

### BID AND REFERENCE FORM

CONTRACTOR: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

CONTRACTOR ATTENDED THE PRE-BID CONFERENCE: YES \_\_\_\_\_ NO \_\_\_\_\_

RFB 2022-039  
Old Town Hall Exterior  
Siding and Trim Repair

LUMP SUM: \$ \_\_\_\_\_

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

***DO NOT INCLUDE \$4,000 ALLOWANCE IN BID PRICE***

Contractor will provide at least three (3) complete references from clients that have used the Contractor's services in the past. References must include the following information (must be current):

- Reference's organization or company name.
- Reference's physical mailing address, phone number and email address.
- Contact person.
- Description and date of project and/or type(s) of services provided for each reference.

**REFERENCE 1:**

**REFERENCE 2:**

**REFERENCE 3:**

## APPENDIX B

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

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

## **INDEMNIFICATION AGREEMENT**

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.

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

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

## **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:

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Given the following:

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

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

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

---

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

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

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

**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 <b>one</b> of the following seven boxes.					
<input type="checkbox"/> Individual/sole proprietor or single-member LLC <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) ► <b>Note:</b> 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 <b>not</b> 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"/> Other (see instructions) ►					
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) _____					
<small>(Applies to accounts maintained outside the U.S.)</small>					
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											
			-			-					

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 for Part II, later.

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.** 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.*