HVAC & Burner Maintenance Bid
Sealed Bid (Bid 2017-004)
Town of Salem, NH

December 20, 2016

SALEM PURCHASING
Christine Wholley, Purchasing Agent
603-890-2090 fax 603-890-2091
Cawholley@ci.salem.nh.us

Leon Goodwin III, Town Manager

Prepared for and in coordination with the
Town Municipal Buildings & Municipal Services Dept.
Roy Sorenson Director of Municipal Services
603-890-2154
rsorenson@ci.salem.nh.us
It is the intent of the Town of Salem, New Hampshire to engage the services of a qualified firm to provide the town with the following product(s) or services to be purchased: “HVAC Maintenance”.

Sealed bids must contain (1) one original and (1) one copy, and be received no later than January 11, 2017 before 11:00am from interested firms, to be eligible for consideration by the town. Each bid must be submitted in a sealed envelope which is clearly marked “Bid 2017-004 “HVAC Maintenance”, at Salem Town Hall, Attention: Christine Wholley, Purchasing Agent, and delivered to the Building Department, upstairs, at the following address:

Salem Town Hall
33 Geremonty Drive
Salem NH 03079

Upon receipt, all sealed bids and correspondence relating to this ITB, shall be date and time stamped. All sealed bids received will be considered confidential and not available for public review until after the bid opening on January 11, 2017 by 11:00am. Late bids will not be considered.

Please visit our website to download a copy of Bid 2017-004 at www.townofsalemnh.org Finance-Purchasing/bids-proposals. Copies will not be faxed or emailed. Qualified Firms requiring additional information or clarification relative to the contents of the bid may direct inquiries to Christine Wholley, Purchasing Agent, at 603-890-2090 or cawholley@ci.salem.nh.us during the following business hours: Monday through Friday 8:30am to 1:00pm.

The Town reserves the right to reject any or all bids/proposals or any part thereof, to waive any informality or information in the bids/proposals, and to accept the bid /proposal considered to be 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 declare a bid/proposal as non-responsive subject for disqualification.
Town of Salem, New Hampshire

Purchasing Department
33 Geremonty Drive
Salem, New Hampshire 03079
PH (603) 890-2090 FAX (603) 890-2091

Notice To Qualified Firms

* Do not alter bid documents in any way.
* All bid documents must be filled out to be considered.

If you wish to offer comments, additional information or alternate bids, please do below or on a separate sheet and attach it to the bid sheet.

- __________________________________________________
- __________________________________________________
- __________________________________________________
- __________________________________________________

The purpose of the attached specifications is to define minimum requirements only. They are not meant to be restrictive. All manufacturers meeting or surpassing these minimum specifications are invited to submit a bid/proposal.

Please don’t hesitate to call me if you need any additional information.
Christine Wholley, Purchasing Agent (603) 890-2090

The Town of Salem reserves the right to reject any and all sealed bids/proposals that it deems non-conforming to the specifications enclosed. All information must be filled out correctly for consideration.

DO NOT FAX BIDS, THEY WILL NOT BE ACCEPTED.
Specifications Exception Form

In the interest of fairness and sound business practice, it is mandatory that you state any exceptions taken by you to our specifications.

It should not be the responsibility of the Town of Salem to ferret out information concerning the materials, which you intend to furnish.

If your bid/proposal does not meet all our specifications you must state it in the space provided below.

_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________ 

Bids/proposals on equipment, vehicles, computers, supplies, services and materials not meeting specifications may be considered by the Town, however, all deviations must be listed above.

If your bid does not meet our specifications, and your exceptions are not listed above or in space provided, the Town of Salem may claim forfeiture on your bid, if submitted.

Signed________________________________________________
I DO meet specifications

Signed________________________________________________
I DO NOT meet specifications as listed in this bid, exceptions are in space provided.

Failure to submit this form with your Bid/Proposal response may result in your Bid/Proposal being rejected as unresponsive.
LIST UNITS TO MAINTAIN/SERVICE PER BUILDING

SALEM TOWN HALL
MAKE - Payne split system AIR CONDITIONER
MODEL - Pa13na030-c 2.5 TON
SERIAL 3306x74528
YEAR 2006
PM 3 TIMES A YEAR PARTS AND LABOR

MAKE - CARRIER NAT GAS RTU
MODEL - 48HJE007—551 6 TON
SERIAL 4603G40213
YEAR - 2003
PM 3 TIMES A YEAR PARTS AND LABOR

MAKE - LENNOX AIR HANDLER WITH HOT WATER COIL
MODEL - B10-65-1P 5 TON
SERIAL 5479K
YEAR 1984
PM 3 TIMES A YEAR PARTS AND LABOR

MAKE - LENNOX AIR HANDLER /HOT WATER COIL
MODEL - B3-95-2 7.5 TON
SERIAL 5479J05044
YEAR 1984
PM 3 TIMES A YEAR PARTS AND LABOR

MAKE – CARRIER NAT GAS FURNACE
MODEL 58SX
YEAR 2003
PM 3 TIMES A YEAR PARTS AND LABOR

MAKE – CARRIER AIR CONDITIONER
MODEL 38EN 036 3 TON
YEAR 2003
PM 3 TIMES A YEAR PARTS AND LABOR

MAKE – PAYNE SPLIT SYSTEM
MODEL - PF1MNB060 5 TON
SERIAL 2804A71956
YEAR 2004
PM 3 TIMES A YEAR PARTS AND LABOR

MAKE-CARRIER NAT GAS RTU
MODEL 48HJE007-551 6 TON
SERIAL 0604G40309
YEAR - 2004
PM 3 TIMES A YEAR PARTS AND LABOR
MAKE-CARRIER NAT GAS RTU
MODEL-48HJE007-551 6 TON
SERIAL 4603G40215
YEAR 2003
PM 3 TIMES A YEAR PARTS AND LABOR

MAKE-CARRIER NAT GAS RTU
MODEL-48HJE007—551 6 TON
YEAR 2003-4603G40232
PM 3 TIMES A YEAR PARTS AND LABOR

MAKE-LENNOX AIR CONDITIONER
MODEL-B10-51-2P 5 TON
SERIAL 5479F01412
YEAR 1984
PM 3 TIMES A YEAR PARTS AND LABOR

MODEL- LENNOX B3-95-2 AIR CONDITIONER
SERIAL 5479J05044 7.5 TON
YEAR 1984
PM 3 TIMES A YEAR PARTS AND LABOR

MAKE-MITSUBISHI DUCTLESS AIR CONDITIONER
MODEL 3 TON CONDENSER
YEAR 2016
PM 3 TIMES A YEAR PARTS AND LABOR

MAKE-MITSUBISHI DUCTLESS AIR HANDLER
MODEL 3 TON AIR HANDLER
YEAR 2016
PM 3 TIMES A YEAR PARTS AND LABOR

MAKE-FIRST COMPANY AIR HANDLER W HOT WATER COIL
MODEL-48HBXV-HW
YEAR-W088493523
PM 3 TIMES A YEAR PARTS AND LABOR

MAKE-BURNHAM HOT WATER BOILER NAT GAS
MODEL V1107
SERIAL 64925253
YEAR 2007
PM 1 TIME ANNUALLY COMPLETE CLEAN OUT BURNER PARTS AND LABOR
SALEM DISTRICT COURT
MAKE-CARRIER RTU PKG /COOL ONLY
MODEL-50YH036R500 3 TON
SERIAL 4133789
YEAR 1984
PM 3 TIMES A YEAR PARTS AND LABOR

MAKE-CARRIER RTU PKG/COOL ONLY
MODEL -50YH030500 2.5 TON
SERIAL0171078
YEAR 1984
PM 3 TIMES A YEAR PARTS AND LABOR

MAKE-CARRIER SPLIT SYSTEM
MODEL-38A005540 5 TON
SERIAL 268810
YEAR 1984
PM 3 TIMES A YEAR PARTS AND LABOR

MAKE-CARRIER AIR HANDLER
MODEL-39S0055300 5 TON
SERIAL 25512
YEAR 1984
PM 3 TIMES A YEAR PARTS AND LABOR

CARRIER COOL ONLY WITH HOT WATER COIL
MODEL-50ZR-04AD-500KR 40 TON
SERIAL 1002F40826
YEAR 2002
PM 3 TIMES A YEAR PARTS AND LABOR

MAKE-WEIL MCLAIN HOT WATER BOILER OIL
MODEL-SERIES 80-1/80
YEAR 2009
PM 1 TIME ANNUALLY COMPLETE CLEAN OUT BURNER PARTS AND LABOR

SALEM DPW
MAKE- BRYANT
MODEL-580JP08D180A2A8AA
SERIAL 4814P93713
YEAR 2014
PM 3 TIMES A YEAR PARTS AND LABOR
CANOBIE
MAKE-CARRIER  COOLING ONLY RTU
MODEL-50HJ008621  7.5 TON
YEAR-1995
PM 3 TIMES A YEAR PARTS AND LABOR

MAKE-CARRIER  COOLING ONLY RTU
MODEL-50HJ008621  7.5 TON
YEAR-1995
PM 3 TIMES A YEAR PARTS AND LABOR

DEPOT TRAIN
MAKE-RHEEM 4 TON  NAT GAS FURNACE W  SPLIT A/C CONDITIONER
YEAR-2007
PM 3 TIMES A YEAR PARTS AND LABOR

SALEM PARKS BUILDING
MAKE- METROMATIC OIL FIRED FURNACE
MODEL-LB140
YEAR 1994
PM 1 TIME ANNUALLY COMPLETE CLEAN OUT BURNER PARTS AND LABOR

MAKE –BRYANT OIL FIRED FURNACE
MODEL-WORN OFF
YEAR-1991
PM 1 TIME ANNUALLY COMPLETE CLEAN OUT BURNER PARTS AND LABOR

SALEM MUSEUM
MAKE-WEIL MCLAIN HOT WATER BOILER OIL
MODEL-SERIES 80
YEAR
PM 1 TIME ANNUALLY COMPLETE CLEAN OUT BURNER PARTS AND LABOR

ALICE HALL LIBRARY
FORCED HOT AIR OIL FIRED FURNACE
MODEL—0BLAAB-060154AABBG
YEAR 2014
PM 1 TIME ANNUALLY COMPLETE CLEAN OUT BURNER PARTS AND LABOR

PINE GROVE CEMETARY
MAKE-PEERLESS HOT WATER BOILER OIL
MODEL WBV—4
YEAR 1989
PM 1 TIME ANNUALLY COMPLETE CLEAN OUT BURNER PARTS AND LABOR
INGRAM SENIOR CENTER

MAKE-CARRIER  AIR CONDITIONER
MODEL-38ARZ008-501  7.5 TON
SERIAL 0602G30028
YEAR 2002
PM 3 TIMES A YEAR PARTS AND LABOR

MAKE-REZNOR NAT GAS
MODEL- HXE175-8E
SERIAL-BBF66W8N10740
YEAR 2002
PM 3 TIMES A YEAR PARTS AND LABOR

MAKE-CARRIER/ AH  7.5 TON
MODEL-39S008
YEAR 2002
PM 3 TIMES A YEAR PARTS AND LABOR

MAKE-CARRIER  AIR CONDITIONER
MODEL-38CKC048560  4 TON
SERIAL 2001E20704
YEAR 2001
PM 3 TIMES A YEAR PARTS AND LABOR

MAKE-CARRIER  AIR CONDITIONER
MODEL- 38CKC048560
SERIAL 2002E20708
YEAR 2002
PM 3 TIMES A YEAR PARTS AND LABOR

MAKE-CARRIER NAT GAS FURNACE
MODEL- 58RAV11520
SERIAL 0902A59308
YEAR 2002
PM 3 TIMES A YEAR PARTS AND LABOR

MAKE-CARRIER AIR CONDITIONER
MODEL-38CKC048560  4 TON
YEAR-2002E20696
PM 3 TIMES A YEAR PARTS AND LABOR

MAKE- VEMAR  RTU ERV
MODEL-ERV1500CDD1BG13SFHDBB8X1
YEAR-2002
PM 3 TIMES A YEAR PARTS AND LABOR
MAKE- CARRIER AIR CONDITIONER
MODEL- 38ARZ007-501  7.5 TON
SERIAL 62G30044
YEAR 2002
PM 3 TIMES A YEAR PARTS AND LABOR

MAKE-VENMAR RTU ERV
MODEL- ERV300EDDLBG238FHHEEBXXR1XD
YEAR-6J81200020701118
PM 3 TIMES A YEAR PARTS AND LABOR

MAKE- CARRIER NAT GAS FURNACE
MODEL-58STA090-10116
SERIAL 1003A43254
YEAR 2003
PM 3 TIMES A YEAR PARTS AND LABOR

MAKE-CARRIER/ AH
MODEL-58STA090-16
SERIAL 1603A43222
YEAR 2003
PM 3 TIMES A YEAR PARTS AND LABOR

MAKE-PAYNE NAT GAS FURNACE
MODEL- PG9MAB03640ABSA
SERIAL 496A0020
YEAR 2008
PM 3 TIMES A YEAR PARTS AND LABOR

MAKE-PAYNE NAT GAS FURNACE
MODEL-PG9MAB036040ABSA
SERIAL 4908A00162
YEAR 2008
PM 3 TIMES A YEAR PARTS AND LABOR

MAKE-DAYTON /EXHAUST HOOD
MODEL-4YC70
YEAR- 2002
PM 3 TIMES A YEAR PARTS AND LABOR

MAKE- RESNOR NAT GAS FIRED FURNACE
MODEL- HXE175-8-E
YEAR-BBF66W8N10741
PM 3 TIMES A YEAR PARTS AND LABOR

MAKE-PAYNE AIR CONDITIONER
MODEL-PA13NR030-H  2.5 TON
SERIAL 1709X78600
YEAR 2009
PM 3 TIMES A YEAR PARTS AND LABOR
MAKE- PAYNE AIR CONDITIONER
MODEL -PA13NR030-11
SERIAL L798X78096
YEAR 2009
PM 3 TIMES A YEAR PARTS AND LABOR

MAKE-CARRIER AIR CONDITIONER
MODEL-38CTC048560 4 TON UNIT
SERIAL 5102E06566
YEAR 2002
PM 3 TIMES A YEAR PARTS AND LABOR

MAKE-CARRIER AIR CONDITIONER
MODEL-38CKC04856 4 TON UNIT
SERIAL 1G03E19436
YEAR 2003
PM 3 TIMES A YEAR PARTS AND LABOR

SALEM POLICE DEPT
MAKE-BRYANT AIR CONDITIONER
MODEL-661CJ01018A 1.5 TON
SERIAL 1301E36702
YEAR 2001
PM 3 TIMES A YEAR PARTS AND LABOR

MAKE-AMANA NAT GAS FURNACE
MODEL-GSI140B50B
SERIAL 9202238777
YEAR 1992
PM 3 TIMES A YEAR PARTS AND LABOR

MAKE-AMANA NAT GAS FURNACE
MODEL-GSI140B50B
SERIAL 9112119627
YEAR 1992
PM 3 TIMES A YEAR PARTS AND LABOR

MAKE-CARRIER SPLIT AIR CONDITIONER
MODEL-40AG018300BU
SERIAL 1387A02837
YEAR 1987
PM 3 TIMES A YEAR PARTS AND LABOR

MAKE-AMANA NAT GAS FURNACE
MODEL-GSI140B51B
SERIAL 9202228685
YEAR 1987
PM 3 TIMES A YEAR PARTS AND LABOR
MAKE-AMANA NAT GAS FURNACE
MODEL-GS140B50B
SERIAL 9112119589
YEAR 1991
PM 3 TIMES A YEAR PARTS AND LABOR

MAKE- BRYANT AIR CONDITIONER
MODEL 5G1CJ036-E  3 TON
SERIAL 1600E12269
YEAR 2000
PM 3 TIMES A YEAR PARTS AND LABOR

MAKE- PAYNE AIR CONDITIONER
MODEL-PF4MNA025  2 TON
SERIAL 0909A74251
YEAR 2009
PM 3 TIMES A YEAR PARTS AND LABOR

MAKE- BARD PKG WALL UNIT
MODEL-WA301-A10  2.5 TON
SERIAL 132HOZ173687
YEAR 2013
PM 3 TIMES A YEAR PARTS AND LABOR

MAKE- BARD PKG WALL UNIT
MODEL-WA301A10  2.5 TON
SERIAL 132HOZ1736094-02
YEAR 2013
PM 3 TIMES A YEAR PARTS AND LABOR

MAKE- BARD PKG WALL UNIT
MODEL- WA301-A10  2.5 TON
SERIAL 132HOZ1736089-02
YEAR 2013
PM 3 TIMES A YEAR PARTS AND LABOR

MAKE- ARCOAIRE AIR CONDITIONER
MODEL-AG060GB1  5 TON
SERIAL L955263028
YEAR 1995
PM 3 TIMES A YEAR PARTS AND LABOR

MAKE- TRANE AIR CONDITIONER
MODEL-2TTA060A3000AA  5TON
SERIAL 7265N723F
YEAR 2007
PM 3 TIMES A YEAR PARTS AND LABOR
FORM FOR GENERAL BID

In compliance with all specifications enclosed the Bidder hereby proposes to supply the listed product and perform all services in strict accordance with the requirements provided. All deliveries will be supplied to the selected locations at the prices stated below.

HVAC & BURNER MAINTENANCE UPKEEP/ANNUAL/EMERGENCY

<table>
<thead>
<tr>
<th>Buildings</th>
<th>Annual Cost</th>
<th>Emergency Cost / hourly</th>
</tr>
</thead>
<tbody>
<tr>
<td>Town Hall</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Court House</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>DPW/Municipal Services</td>
<td>$</td>
<td>$</td>
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<td>WTP</td>
<td>$</td>
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<tr>
<td>Police Dept.</td>
<td>$</td>
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<tr>
<td>Senior Center</td>
<td>$</td>
<td>$</td>
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<tr>
<td>Depot Train Station</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Alice Hall Library</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Museum (Old Town Hall)</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Parks Building</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Pine Grove Cemetery</td>
<td>$</td>
<td>$</td>
</tr>
</tbody>
</table>

Proposal submitted by (Business Name)

Title of Person authorized to sign proposals

Name of person authorized to sign proposals (Printed)

Signature of person authorized to sign proposals

_________________________________              ______________________
Business Phone                         Business Fax

_______________________________________________
Business Address

_______________________________________________
Business Email (authorized contact)
No Bid Questionnaire

Reference: Sealed Bid #2017-004
If you choose not to bid, please complete the questionnaire below and return it with your response by the bid opening date. Your assistance in helping us to analyze no bid rationale is very much appreciated. Thank You.

* * * * No Bid Questionnaire * * * *

A no bid is submitted in reply to the Town of Salem, NH invitation for bids for (enter requirement description): __________________________________________________________________________
Dated ___________________________, for the following reasons:

_____ Item not supplied by our company.
_____ Bid Specification (Give reason(s) e.g., too restricted, not clear etc.)

_____ Profit Margin too low
_____ Past experience with the Town of Salem (give specific’s e.g. payment delay, bid process, admin problems, etc.)

_____ Insufficient time allowed to prepare and respond to bid request.
_____ Bid requirements too large ____ or too small ____ for our company.
_____ Priority of other business opportunities limits time.
_____ Other reason(s) Please Specify: ________________________________

Company Name________________________________________________________________________
Address______________________________________________________________________________
Phone________________________________________________________________________________
______________________________________  _______________________________________
(Signature)                   (Name & Title)

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 in response to the proposal. A proposal may be rejected, if the Firm:

a. Fails to adhere to one or more of the provisions established in the proposal.
b. Fails to submit its proposal at the time or in the format specified herein or to supply the minimum information requested herein.
c. Fails to meet the minimum evaluation criteria specified in this proposal.
d. Fails to submit its proposal to the required address on or before the deadline date established by the Town.
e. Misrepresents its services, experience and personnel by providing demonstrably false information in its proposal or fails to provide material information.
f. Fails to submit its cost on the enclosed bid form.
g. Refuses a reasonable request for an interview.
h. Refuses to provide clarification requested by the town.

**RECEIPT AND OPENING OF PROPOSALS:**
Proposals shall be submitted prior to the time fixed in the Request for Sealed Bids/RFP. Proposals received after the time so indicated shall be returned unopened.

**PROPOSAL RESULTS:**
All sealed bids received will be considered confidential and not available for public review until after the bid opening is conducted. Results will not be given over the phone. Please send your request in writing or send an email to cawholley@ci.salem.nh.us to receive sealed bid results after the public opening. Request for Proposals will remain confidential until the proposer has been selected.

**KNOWLEDGE AND EXPERIENCE:** 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.

**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:
A. Have adequate financial resources for performance or have the ability to obtain such resources as required during performance.
B. Have the necessary experience, organization, technical and professional qualifications, skills and facilities.
C. Be able to comply with the proposed or required time of completion or performance schedule; and
D. Have a demonstrated satisfactory record of performance.
E. Adhere to the specifications of this bid and provide all documentation required of this bid.

The contract will be awarded to a responsive & responsible bidder based on the qualifications and experience of the bidder, the quality of the equipment/product/materials/services to be provided and the support that the bidder offers during the duration of the 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.
FAILURE TO SUPPLY GOODS OR SERVICES: If during the contract period the successful vendor fails to supply the Town of Salem, New Hampshire with the equipment/service(s). The Town of Salem, will purchase this product/service(s) on the open market and the vendor will compensate the Town of Salem, New Hampshire with the difference between the bid price and the price incurred on the open market.

RIGHT TO REJECT BIDS: The Town reserves the right to reject any and all sealed bids, should the Town deem it to be in the best interest of the public.

INSURANCE CERTIFICATES: The proposer must supply a current insurance certificate before any work commences. See: Insurance requirements.

WORKERS COMPENSATION:
All proposers and subcontractors at every tier under the proposer will conform to the requirements of RSA 281-A.

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:
Unless otherwise specified, invoices will be submitted to Accounts Payable at 33 Geremonty Drive, Salem NH. The invoice must include an itemization of all items, supplies, repairs and labor furnished, including unit list pricing, net pricing and total amount due. Payment will be submitted within (30) days of the completion of services or the receipt of an invoice that is approved by the user department or division.

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.
Town of Salem, New Hampshire

Purchasing Department
33 Geremonty Drive
Salem, New Hampshire 03079
PH (603) 890-2090 FAX (603) 890-2091

Insurance Requirements

A current Insurance certificate must be provided prior to commencing any work on this project, in the following amounts:

- Comprehensive General Liability
  - Combined single limit $ 1,000,000.00

- Workmen’s Compensation
  - & Employers Legal Liability $ 500,000 per accident

The Contractor shall procure and maintain for the duration of this project Workmen’s Compensation Insurance as required by State Law for all of his employees that are engaging in any work at the site of the project whether direct employees or subcontracting associates.

Non-Collusion Statement

The Undersigned certifies under penalties of perjury that this bid in all respects is bonafide, fair and made without collusion or fraud with any other person. As used in this paragraph, the “PERSON” shall mean any natural person, joint venture, partnership, corporation or other business or legal entity.

Title _____________________________________
Signature_________________________________
Company_________________________________
INDEMNIFICATION AGREEMENT

The successful vendor agrees to indemnify, investigate, protect, defend and save harmless the Town of Salem, NH, 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 foregoing provisions concerning indemnification shall not be construed to indemnify the Town for damage arising out of bodily injury to persons or damage to property caused by or resulting from the sole negligence of the Town or its employees. This indemnification shall survive the expiration or early termination of this contract.

- Company ________________________________________________________________
- Taxpayer Identification Number_____________________________________________
- Authorized Signature _____________________________________________________
- Contact Phone __________________________________________________________
- Address _________________________________________________________________
- Date ___________________________