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
Color cover both front and back (also Town of Salem and date on spine of town report)
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
W-9
Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

Name (as shown on your income tax return)

Business name/disregarded entity name, if different from above

Check appropriate box for federal tax classification:

- Individual/sole proprietor
- C Corporation
- S Corporation
- Partnership
- Trust/estate
- Limited liability company. Enter the tax classification (C corporation, S corporation, or partnerships)
- Exemptions (see instructions):
  Exempt payee code (if any)
  Exemption from FATCA reporting code (if any)
- Other (see instructions)

Address (number, street, and apt. or suite no.)

City, state, and ZIP code

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.

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 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. The IRS created a page on IRS.gov for information about Form W-9 (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 by you in settlement of a payment card and third-party network transactions, real estate transactions, mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, or contributions 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 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, or
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 31.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under sections 1441 and 1442. 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.