PROPOSAL
SPECIFICATIONS
AND
CONTRACT AGREEMENT
FOR
DRAINAGE ON-CALL
FY20-500-38

CITY OF MANCHESTER
DEPARTMENT OF PUBLIC WORKS
2020
MANCHESTER HIGHWAY COMMISSION
CITY OF MANCHESTER

New Hampshire

PROPOSAL

SPECIAL PROVISIONS

and

CONTRACT AGREEMENT

for

DRAINAGE ON-CALL

FY20-500-38

Prepared by
CITY OF MANCHESTER, NEW HAMPSHIRE
DEPARTMENT OF PUBLIC WORKS
# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Invitation for Bids</td>
<td>4 - 5</td>
</tr>
<tr>
<td>Instructions to Bidders</td>
<td>6-10</td>
</tr>
<tr>
<td>Standard Specifications for Road, Drain &amp; Sewer Construction</td>
<td>11</td>
</tr>
<tr>
<td>Bid Security</td>
<td>12</td>
</tr>
<tr>
<td>Certificate of Acknowledgment</td>
<td>13</td>
</tr>
<tr>
<td>Proposal</td>
<td>14 - 21</td>
</tr>
<tr>
<td>Bid Bond</td>
<td>22</td>
</tr>
<tr>
<td>Prosecution of the Work</td>
<td>23 - 27</td>
</tr>
<tr>
<td>Contract Agreement</td>
<td>28 - 30</td>
</tr>
<tr>
<td>Statement of Understanding</td>
<td>31</td>
</tr>
<tr>
<td>Statement of Compliance</td>
<td>32</td>
</tr>
<tr>
<td>Performance Bond</td>
<td>33 - 34</td>
</tr>
<tr>
<td>Payment Bond</td>
<td>35 - 36</td>
</tr>
<tr>
<td>Appendix A – Payment Requition</td>
<td>37 - 39</td>
</tr>
<tr>
<td>Appendix B – Plan Sets</td>
<td>40 - 45</td>
</tr>
</tbody>
</table>
INVITATION FOR BIDS

Sealed proposals will be received at the office of the Department of Public Works of the City of Manchester, New Hampshire before or at 2:00 PM, prevailing time on the 11th day of March, 2020, for the following described services.

Drainage On-Call

FY20-500-38

Project Description: This contract consists of providing all labor, material, & equipment necessary to perform several drainage projects throughout the City of Manchester as detailed in this contract. There will be additional work added throughout the duration of the contract that is similar in nature, but not yet defined.

Certified Check/Bid Bond $5,000.00

Concept plans are attached to this advertisement and may be seen at the office of the Department of Public Works.

Prequalification Required:

Before obtaining plans, specifications, and proposal forms, all individuals, firms, partnerships or corporations intending to bid must be prequalified for the project. Prequalification forms may be obtained on the City of Manchester website (manchesternh.gov). Sealed Prequalification Statements will be received at the office of the Department of Public Works until 4:00 PM prevailing time on the 19th day of February, 2020.

Proposals must be completed in both words and numerals on regular proposal forms, which shall be submitted in a sealed envelope marked: Proposal for "DRAINAGE ON-CALL", addressed and delivered to the Department of Public Works not later than the date and time mentioned above, at which time they will be publicly opened and read aloud.

Proposals must be accompanied by a Certified Check or Bid Bond in the amount listed above, payable to: "City of Manchester, N.H.", as security for the execution of the contract.

A Performance and Payment Bond each in the amount of 100 percent of the contract price, will be required of the successful bidder.
The City of Manchester is an equal opportunity / affirmative action agency. All qualified bidders will receive consideration without regard to race, color, religion, creed, age, sex, or national origin.

The right is reserved to waive any informalities in or reject any or all proposals and to accept the bid that is deemed most favorable to the interest of the City of Manchester.

Questions regarding this project may be directed to Owen Friend-Gray, at 624-6444.

Department of Public Works, City of Manchester, N.H.
By: MANCHESTER HIGHWAY COMMISSION

Toni Pappas, Chairman
Patricia Robinson, Vice-Chair
Trixie Vazquez, Commissioner

James Burkush, Clerk
Armand Forest, Commissioner

Kevin A Sheppard, P.E.
Public Works Director

City of Manchester
Department of Public Works
475 Valley Street, Manchester, New Hampshire
INSTRUCTIONS TO BIDDERS

GENERAL:

1. Bids will be received by the City of Manchester, New Hampshire at the place and until the time specified in the Invitation to Bid and then publicly read aloud for the information of bidders and others properly interested who may be present either in person or by representative. NO PROPOSALS WILL BE ACCEPTED AFTER TIME AND DATE SPECIFIED.

2. The following meanings are attached to the defined works when used in this document:
   a. The word "City" means City of Manchester, New Hampshire.
   b. The word "Bidder" means the person, firm, or corporation submitting a proposal on these specifications or any part thereof.
   c. The word "Contractor" means the person, firm, or corporation with whom the Contract is being made by carrying out the provisions of this Sealed Bid Invitation and the Contract.
   d. The words "firm price" shall mean a guarantee against price increase during the life of the Contract.

3. Strict compliance with the requirements of the Invitation to Proposal, terms and conditions, and the instructions printed is necessary. All blank spaces must be filled in. Signatures of the responsible owner/representative of the firm must be in ink. No reproductions/duplications/copies will be accepted.

4. Each proposal must give the full business address of Bidder and be signed by him with his usual signature. Proposals by partnerships must furnish the full names of all partners and must be signed with the partnership name by one of the members of the partnership or by an authorized representative, followed by the signature and title of the person signing. Proposals by corporations must be signed with the legal name of the corporation, followed by the state of incorporation and by the signature and title of president, secretary, or other person authorized to bind it in the matter. The name of each person signing shall also be typed or printed below the signature. A bid by a person who affixes to his signature the words "president", "secretary", "agent", or other title without disclosing his principal may be held to be the bid of the individual signing. When requested by the City, satisfactory evidence of the authority of the officer signing on behalf of the corporation shall be furnished. All Bids must be signed by an authorized, responsible officer or employee having the capacity to enter into contracts.

5. Proposals must be securely sealed in a suitable envelope, (facsimile or electronic submissions will not be accepted) addressed and marked on the outside as follows:

Drainage On-Call
FY20-500-38
6. Bidders’ names and address must appear on the upper left hand corner of the sealed envelope.

7. The entire solicitation document is to be returned when submitting a Proposal, unless otherwise directed by the solicitation document. Failure to return all pages may result in a determination that the submittal is non-responsive.

**PLEASE NOTE: THE CITY OF MANCHESTER IS NOT RESPONSIBLE FOR PROPOSALS NOT PROPERLY MARKED.**

8. It will be the responsibility of the Bidder to see that their bid is received by the Department of Public Works as specified.

9. Each Proposal is received with the understanding that the acceptance in writing by the City of the Bidder to furnish any or all of the services described therein or as otherwise negotiated shall constitute a contract between the Bidder and the City.

10. A contract agreement that is customarily employed by the City will be used and will incorporate the original solicitation with all terms, condition and specifications of the sealed Proposal. A copy of the contract agreement is attached hereto.

11. Proposals may be withdrawn upon written or electronic request received from Bidders prior to the time affixed for opening. Negligence on the part of the Bidder in preparing the bid confers no right for the withdrawal of the Proposal after it has been opened.

12. The solicitation document maintained by the Department of Public Works, in the bid file folder, shall be considered the official copy. In the case of any inconsistency between Proposal documents submitted to the City, but not clearly listed on the exception page of the document or as an exception by the Bidder, the language of the official copy shall prevail. Furthermore, any exception or changes to the specifications made by the Bidder may be cause to disqualify your Proposal.

13. Award will be made in the best interest of the City taking into consideration factors set forth in the City of Manchester Procurement Code. Upon making an award, or giving notice of intent to award, the City will place appropriate notice on the Purchasing Website: [www.manchesternh.gov/bids](http://www.manchesternh.gov/bids).

14. No oral interpretations will be made to any Bidder as to the meaning of the specifications or terms and conditions of this sealed Proposal. Every request for such interpretation or request for a change in the specifications or terms and conditions shall be made in writing, addressed and forwarded to:

   **Mr. Owen Friend-Gray**  
   **Email:** ofriend@manchesternh.gov  
   **Drainage On-Call**
All questions must be received no later than **4:00 pm, February 28th, 2020**. Any questions received after that time will not be answered. Every interpretation made to a Bidder will be in the form of an addendum to the Sealed Proposal Invitation which, if issued, will then be posted on the website: [www.manchesternh.gov/bids](http://www.manchesternh.gov/bids) as an addendum no later than five (5) business days from when Bids are due. All such addenda shall become part of the complete Sealed Proposal Invitation. It is the Bidder’s responsibility to check the website prior to the submittal deadline to ensure that the Bidder has a complete, up-to-date Proposal package.

15. Proposals that are incomplete, not properly endorsed or signed, or otherwise contrary to these instructions may be rejected as informal by the City. The Proposal must be filled out completely and accurately.

16. Any changes and/or corrections shall be marked in red and initialed by the person making such corrections. Signatures of the responsible owner of the firm must be in ink.

17. Unless otherwise negotiated, no additional charges shall be passed to the City, including any applicable taxes, delivery or surcharges.

18. As the City is exempt from the payment of federal excise taxes, all prices quoted herein are not to include these taxes.

19. The services on which Proposals are submitted must be of such character, quality and/or performance equivalence that it will serve as that specified. In submitted Proposals on services other than as specified, Bidder shall furnish complete data and identification with respect to the alternate services they propose to furnish.

20. Consideration will be given to Proposals submitted on alternate services to the extent that such action is deemed to serve the best interests of the City. The Bidder must furnish any information (specifications or test results) which will help in determining whether an item is equal or superior to our bid standards. If the Bidder does not indicate that the services he proposes to furnish is other than specified, it will be construed to mean that the Bidder will furnish the exact services described.

21. Should the Contractor fail to meet the deadline set forth in specifications the City reserves the right to procure services from other sources and hold Contractor liable for any excess costs.

22. The apparent silence of these specifications and any supplemental specifications as to any detail or the omission from the specifications of a detailed description concerning any point shall be regarded as meaning that only the best commercial practices are to prevail and correct type, size and design are to be used. All interpretations of these specifications shall be made on the basis of this statement.
23. The Bidder certifies that no official or employee of the City or State of New Hampshire has a pecuniary interest in the bid or in the Contract that the Bidder offers to execute or in the expected profits to arise there from, and that this bid is made in good faith without fraud or collusion or connection with any other person submitting a bid.

24. The City reserves the right to waive any informality in any Proposal, to reject any and all Proposals wholly or in part, and to make awards in a manner deemed in the best interest of the City.

25. Bid security, in the form of a bid bond, deposit of cash, or certified check, bank cashier’s or bank official’s check drawn on a solvent bank, payable to the “City of Manchester” in the required amount (see specifications) must accompany each Proposal as a guarantee that if the Proposal is accepted a contract will be entered into. Such deposits of all Bidders will be held by the City until all Proposals submitted shall have been canvassed and the Proposals have either been rejected in whole or in part or the award of the contract has been made. The bid deposit of the successful Bidder will be held until a contract is duly executed. Bid deposits will be returned to unsuccessful bidders within two (2) weeks after execution of the contract. If the successful Bidder to whom a contract shall have been awarded refuses to execute the Contract and to furnish the insurance certificate and performance and/or payment bonds herein described within the ten (10) business days after award of the Contract, the amount of the bid deposit shall be forfeited to and retained by the City as liquidated damages for such neglect or refusal.

26. The successful Bidder will be required to furnish a bond or certified check on a solvent bank payable to the: “City of Manchester” in the required amount (see specifications) as a guarantee of the faithful performance thereof. The Bonding Company shall be authorized to conduct business in the State of New Hampshire by the State of New Hampshire’s Insurance Commissioner.

27. The successful Bidder will be required to furnish a payment bond or a certified check on a solvent bank payable to the “City of Manchester” in the required amount (see specification) as security for the payment of all labor performed or furnished, and for all materials used in the fulfillment of said contract. The bonding company shall be authorized to conduct business in the State of New Hampshire by the State of New Hampshire.

28. The Bidder, if awarded an order or contract, agrees to defend, indemnify, and hold harmless the City from all damages to life and property arising out of the performance of this Contract due to the Bidder's negligence, that of his employees, subcontractors, etc., or due to the negligence of the City, its employees, representatives, agents, etc.

29. The City of Manchester may withhold acceptance of or reject any merchandise, material or product which is found, upon examination, not to meet the specification
requirements. When rejected, it shall be removed by the Contractor within ten (10) days after notification of rejection.

30. Assignment of Contract: A contract shall not be assignable by the Contractor in whole or in part without the written consent of the Public Works Director or designee.

31. The Revised Statutes Annotated of the State of New Hampshire, the Charter of the City, and all City Ordinances insofar as they apply to the laws of competitive Bids, contracts and purchases are made a part hereto.

32. All deliveries of commodities hereunder shall comply in every respect with all applicable laws of the Federal Government and/or the State of New Hampshire.

33. The Bidder to whom a contract is awarded guarantees to the City that all warranties of merchantability and fitness for a particular purpose as provided for in New Hampshire 382A-2-314 and 2-314 shall remain in force and will not be disclaimed.

34. Payment Terms:

a. The successful bidder shall keep accurate, document records of time, material and transportation allocable to the Contract. Related records will be available for audit purposes during normal business hours, as often as deemed necessary. Invoices for review and payment must be submitted no later than the 25th of the month to allow payment on the 15th of the following month.

b. Requests for payment must be submitted to:

   Mr. Owen Friend-Gray
   Department of Public Works
   475 Valley Street
   Manchester, NH 03103
   Email: ofriend@manchesternh.gov

35. The Public Works Director may terminate the contract for breach by the Contractor of any of the provisions of the contract by giving the Contractor ten (10) days’ notice by registered mail.

36. The City may terminate the Contract at any time by giving written notice to Contractor of such termination and specify the effective date thereof, at least ten (10) days before the effective date of such termination.

37. **FAILURE TO COMPLY WITH THESE REQUIREMENTS COULD RESULT IN THE CANCELLATION OF AN ORDER OR CONTRACT**
STANDARD SPECIFICATIONS
FOR ROAD, DRAIN & SEWER CONSTRUCTION

These specifications are intended to relay to developers, contractors and other builders and trades, information concerning the Department of Public Works' requirements relative to all construction under its jurisdiction in the City of Manchester, NH.

To facilitate this end, the Standard Specifications have been divided into three parts as follows:

PART I -- PUBLIC IMPROVEMENTS

Part I of the Standard Specifications outlines the Department's requirements concerning public improvements included in site development and subdivision projects. These requirements shall also apply to off-site improvements conducted within streets, rights-of-way, easements or other public lands belonging to the City of Manchester, New Hampshire.

All work relative to the above shall be conducted according to Section V of this part and the Technical Specifications as outlined in Part III.

PART II -- CONTRACT GENERAL PROVISIONS

Part II of the Standard Specifications outlines the Department's contractual requirements concerning work for road, drain and sewer projects along with other related work. These requirements shall apply to all such work contracted by the City of Manchester, Department of Public Works and shall be considered a part of all proposals.

PART III -- TECHNICAL SPECIFICATIONS

Part III of the Standard Specifications outlines the Department's detailed requirements concerning the control of material, rules of construction and basis of payment. Supplemental Specifications not yet considered standard and Special Provisions for explaining items of work unique to a specific project, will be included in the proposal forms prepared by the Department.

The sections included in this part along with any Supplemental Specifications and Special Provisions, shall be considered a part of all proposals.
BID SECURITY

The undersigned agrees to comply with the requirements as to the conditions of employment, wage rates and hours of labor set forth in the Form of "Contract Agreement". The undersigned hereby agrees to complete all the work shown or specified under this contract and as shown on the contract drawings within 150 consecutive calendar days from the date specified in the Notice to Commence Work and he further agrees that the OWNER may retain from the moneys that are or which may become due an amount of two hundred dollars ($200.00) plus engineering charges for each and every calendar day (Sunday and holidays excluded) of time consumed in completing the work beyond the time conditions stipulated above or any extension of time that is duly authorized and such amount so to be retained, is hereby agreed to be liquidated damages accruing to the OWNER incident to such delay.

The undersigned agrees that if he is selected as CONTRACTOR, he will within ten (10) days, (Saturdays, Sundays and legal holidays excluded) after presentation thereof by the "Awarding Authority", execute a contract in the form attached hereto and furnish a Performance Bond and also a labor and materials or Payment Bond, each of a surety company registered and licensed to do business in the State of New Hampshire and satisfactory to the OWNER and each in the sum of at least one hundred percent (100%) of the contract price, the premiums for which are to be paid by the CONTRACTOR and are included in the bid price.

The undersigned understands that the OWNER reserves the right to reject any and all bids and to waive any informalities in the bidding.

________________________________________
Contractor's Signature

________________________________________
Title

________________________________________
Date
Certificate of Acknowledgment of Contractor, if a Corporation

State of ______________________,

ss:

County ______________________.

On this _____ day of _____________, 2020

before me personally came ___________________

to me known, who being duly sworn did say as follows:

that he resides at: ____________________________

and is the ______________________

of __________________________

the corporation described herein and which executed the foregoing instrument; that he knows the corporate seal of said corporation; the seal affixed to the foregoing instrument is such corporate seal and it was so affixed by order of the Board of Directors of said corporation and by the like order, he signed thereto his name and official designation.

_____________________________
Notary Public (seal)

My commission expires: _________________________
PROPOSAL
DRAINAGE ON-CALL

The City of Manchester acting through its Department of Public Works hereinafter called the "Awarding Authority", requests bids for the furnishing of all labor, equipment and materials required for the construction of the "Drainage On-Call" in accordance with the plans and specifications prepared by the City of Manchester, Department of Public Works.

The undersigned as Bidder declares that the only person or parties interested in this proposal as principals are those named herein; that this Proposal is made without collusion with any other firm, that the undersigned has carefully examined the location of the proposed work, the proposed form of contract and the plans and specifications therein referred to, and the undersigned proposes and agrees if this Proposal is accepted, he will contract with the "Awarding Authority" to provide all the necessary labor, machinery, tools, apparatus and other means of construction to do all the work and furnish all the materials specified in the contract in the manner and time therein described and according to the requirements of the Engineer therein set forth and the undersigned will take full payment therefore, the following unit and total prices:

Total price of this Proposal (for comparison of bids) based on the estimated quantities is:

Base Bid: ___________________________ $ ___________________________

Total Price In Words: ___________________________
Total Price In Figures: ___________________________

CONTRACTOR: ___________________________

BY: ___________________________

TITLE: ___________________________

It is agreed that the total price presented above is to be used solely for the comparison of bids to determine the apparent low bidder.
PROPOSAL

The undersigned agrees that this Bid shall be good and may not be withdrawn for a period of sixty (60) calendar days after the scheduled closing time for receiving bids.

This Proposal includes Addenda No.: _______________________

_____________________________________
Contractor (Bidder) (seal)

By: ________________________________

(Signature and Title)

Address: ______________________________________

___________________________________________

Being a (corporation incorporated)
(under the laws of the ____________)
(State of _________________)
(Partnership, __________________)
(Individual __________________)

Composed of Officers, partners, or owner, as follows:

_____________________________________
_____________________________________
_____________________________________
_____________________________________
_____________________________________
_____________________________________

_____________________________________
_____________________________________
_____________________________________
_____________________________________
_____________________________________
_____________________________________
CITY OF MANCHESTER  
Department of Public Works  

INFORMATION REPORT  

PROJECT: Drainage On-Call  

DATE PREQUALIFICATIONS OPENED: At 4:00 P.M., 19th February, 2020  

DATE BIDS OPENED: At 2:00 P.M., 11th March, 2020  

PROJECT TYPE: Project Description: This contract consists of providing all labor, material, equipment necessary to perform small to medium sized drainage projects throughout the City of Manchester.  

CONTRACT PERIOD: The contract period for this project shall be 12 months beginning at the date of execution of the contract.  

PROPOSAL GUARANTEE: $5,000.00
This proposal shall be filled in by the bidder, in ink, with the prices written in both words and numerals, and the extensions shall be made by him. Amount in words will govern.

### Base Bid

<table>
<thead>
<tr>
<th>Bid Item Number</th>
<th>Estimated Quantity</th>
<th>Unit</th>
<th>Description (Bid Price in Words)</th>
<th>Unit Price (Bid in Figures)</th>
<th>Total Price (Bid in Figures)</th>
</tr>
</thead>
<tbody>
<tr>
<td>203.1</td>
<td>10</td>
<td>CY</td>
<td>Common Excavation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>203.2</td>
<td>10</td>
<td>CY</td>
<td>Rock Excavation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>203.4</td>
<td>10</td>
<td>CY</td>
<td>Muck Excavation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>206.19</td>
<td>70</td>
<td>CY</td>
<td>Structural Exc., Exploratory</td>
<td></td>
<td></td>
</tr>
<tr>
<td>209.675</td>
<td>10</td>
<td>CY</td>
<td>¾” Crushed Stone</td>
<td></td>
<td></td>
</tr>
<tr>
<td>304.2</td>
<td>160</td>
<td>CY</td>
<td>Gravel</td>
<td></td>
<td></td>
</tr>
<tr>
<td>304.3</td>
<td>120</td>
<td>CY</td>
<td>Crushed Gravel</td>
<td></td>
<td></td>
</tr>
<tr>
<td>403.112</td>
<td>70</td>
<td>TON</td>
<td>HMA 19.0mm (3/4”), Machine Method</td>
<td></td>
<td></td>
</tr>
<tr>
<td>403.113</td>
<td>35</td>
<td>TON</td>
<td>HMA 12.5mm (1/2”), Machine Method</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Code</td>
<td>Qty</td>
<td>Unit</td>
<td>Description</td>
<td>Price</td>
<td></td>
</tr>
<tr>
<td>--------</td>
<td>-----</td>
<td>------</td>
<td>------------------------------------------------------------------------------</td>
<td>---------</td>
<td></td>
</tr>
<tr>
<td>403.12</td>
<td>25</td>
<td>TON</td>
<td>HMA, Hand Method</td>
<td>__________ dollars and __________ cents per TON</td>
<td></td>
</tr>
<tr>
<td>601.9</td>
<td>3</td>
<td>EA</td>
<td>8” Drainage Cleanout with Solid Cast Iron Cover</td>
<td>__________ dollars and __________ cents per EA</td>
<td></td>
</tr>
<tr>
<td>603.1112</td>
<td>290</td>
<td>LF</td>
<td>12” HDPE Drainage Pipe</td>
<td>__________ dollars and __________ cents per LF</td>
<td></td>
</tr>
<tr>
<td>603.1115</td>
<td>50</td>
<td>LF</td>
<td>15” HDPE Drainage Pipe</td>
<td>__________ dollars and __________ cents per LF</td>
<td></td>
</tr>
<tr>
<td>603.1208</td>
<td>30</td>
<td>LF</td>
<td>8” Solid PVC Drainage Pipe</td>
<td>__________ dollars and __________ cents per LF</td>
<td></td>
</tr>
<tr>
<td>604.14</td>
<td>28</td>
<td>VF</td>
<td>Catch Basin, 4ft Diameter</td>
<td>__________ dollars and __________ cents per VF</td>
<td></td>
</tr>
<tr>
<td>604.22</td>
<td>4</td>
<td>VF</td>
<td>Drop Inlet, 2ft Diameter</td>
<td>__________ dollars and __________ cents per VF</td>
<td></td>
</tr>
<tr>
<td>604.34</td>
<td>5</td>
<td>VF</td>
<td>Drain Manhole, 4ft Diameter</td>
<td>__________ dollars and __________ cents per VF</td>
<td></td>
</tr>
<tr>
<td>604.4</td>
<td>2</td>
<td>VF</td>
<td>Reconstructing MH, CB, and DI</td>
<td>__________ dollars and __________ cents per VF</td>
<td></td>
</tr>
<tr>
<td>604.5</td>
<td>2</td>
<td>VF</td>
<td>Adjust MH, CB, and DI Frames</td>
<td>__________ dollars and __________ cents per VF</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td><strong>Drain Manhole Covers and Frames</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td>---</td>
<td>-------------------------------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>604.6</td>
<td>1</td>
<td>EA</td>
<td>dollars and ___________ cents per EA</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th><strong>Polyethylene Liners</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>604.7</td>
<td>4</td>
<td>EA</td>
<td>dollars and ___________ cents per EA</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th><strong>Grates and Frames, Type B</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>604.82</td>
<td>4</td>
<td>EA</td>
<td>dollars and ___________ cents per EA</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th><strong>Connection Into Existing Drainage Structure</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>604.9</td>
<td>4</td>
<td>EA</td>
<td>dollars and ___________ cents per EA</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th><strong>8-inch Perforated PVC Pipe Underdrain</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>605.48</td>
<td>1005</td>
<td>LF</td>
<td>dollars and ___________ cents per LF</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th><strong>3&quot; Bituminous Sidewalk</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>608.13</td>
<td>20</td>
<td>SY</td>
<td>dollars and ___________ cents per SY</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th><strong>4&quot; Reinforced Concrete Sidewalk with Silane-Siloxane</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>608.34</td>
<td>10</td>
<td>SY</td>
<td>dollars and ___________ cents per SY</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th><strong>Detectable Warning Device - Cast Iron Panel</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>608.52</td>
<td>16</td>
<td>SF</td>
<td>dollars and ___________ cents per SF</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th><strong>New Straight Granite Curb</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>609.01</td>
<td>10</td>
<td>LF</td>
<td>dollars and ___________ cents per LF</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th><strong>New Curved Granite Curb</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>609.02</td>
<td>10</td>
<td>LF</td>
<td>dollars and ___________ cents per LF</td>
</tr>
<tr>
<td>Code</td>
<td>Quantity</td>
<td>Unit</td>
<td>Description</td>
</tr>
<tr>
<td>------</td>
<td>----------</td>
<td>------</td>
<td>------------------------------------------</td>
</tr>
<tr>
<td>609.5</td>
<td>180</td>
<td>LF</td>
<td>Reset Granite Curb</td>
</tr>
<tr>
<td>609.8</td>
<td>80</td>
<td>LF</td>
<td>Bituminous Concrete Curb</td>
</tr>
<tr>
<td>610.21</td>
<td>35</td>
<td>SY</td>
<td>4” Concrete Driveway</td>
</tr>
<tr>
<td>618.1</td>
<td>20,000</td>
<td>$</td>
<td>Uniformed Officers and Flagmen</td>
</tr>
<tr>
<td>628.1</td>
<td>60</td>
<td>LF</td>
<td>Sawed Concrete Pavement</td>
</tr>
<tr>
<td>628.2</td>
<td>635</td>
<td>LF</td>
<td>Sawed Bituminous Pavement</td>
</tr>
<tr>
<td>641</td>
<td>650</td>
<td>SY</td>
<td>Loam, 4” deep</td>
</tr>
<tr>
<td>646.6</td>
<td>650</td>
<td>SY</td>
<td>Turf Establishment with Mulch and Tackifiers</td>
</tr>
<tr>
<td>692</td>
<td>4</td>
<td>EA</td>
<td>Mobilization</td>
</tr>
<tr>
<td>1000</td>
<td>20,000</td>
<td>$</td>
<td>Miscellaneous Authorized Work</td>
</tr>
<tr>
<td>TOTAL</td>
<td>____________________________</td>
<td></td>
<td></td>
</tr>
<tr>
<td>---------------</td>
<td>-----------------------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>____________________________</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>____________________________</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>____________________________</td>
<td></td>
<td></td>
</tr>
<tr>
<td>dollars and</td>
<td>____________________________</td>
<td></td>
<td></td>
</tr>
<tr>
<td>cents</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Note: The City reserves the right to award the contract in the manner that serves the best interest of the City.
BID BOND: DRAINAGE ON-CALL

The undersigned as bidder, understands and agrees that the quantities of work as given for each item in this Proposal are only approximate and are assumed solely for the comparison of proposals. They are not guaranteed to be accurate statements or estimates of the quantities of work to be performed under this contract and any departures therefrom, will not be accepted as valid grounds for any claim or loss of profits. In case of variation between unit prices and total prices stated by the bidder, the unit prices will be considered to be his bid.

The undersigned further agrees to comply with the requirements as to conditions of employment, wage rates and hours of labor set forth in the form of Contract Agreement.

The undersigned agrees that if he is selected as CONTRACTOR, he will, within ten (10) days, Saturdays, Sundays and legal holidays excluded, after presentation thereof by the awarding authority, execute a contract in the form attached hereto and furnish a Performance bond and also a labor and materials or Payment Bond, each of a surety company registered and licensed to do business in the State of New Hampshire satisfactory to the "Awarding Authority" and each in the sum of at least one hundred percent (100%) of the contract price, the premiums for which are to be paid by the Contractor and are included in the various unit prices bid.

Accompanying this Proposal under separate cover is Five Thousand Dollars ($5,000.00) in the form of a Bid Bond, Cashier's Check or Certified Check* payable to the City of Manchester.

The undersigned understands that the OWNER reserves the right to reject any and all bids and to waive any informalities in the bidding.

*Bidder will cross out words which do not apply.

______________________________
Contractor's Signature           Date

______________________________
Title
DRAINAGE ON-CALL
PROSECUTION OF THE WORK

Description of the Work:

Project Description: This contract consists of providing all labor, material, & equipment necessary to perform several drainage projects throughout the City of Manchester as detailed in this contract. There will be additional work added throughout the duration of the contract that is similar in nature, but not yet defined.

Utilities:

There are utility installations in the project area belonging to, but not necessarily limited to, the following:

<table>
<thead>
<tr>
<th>Company</th>
<th>Address</th>
<th>Telephone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Comcast</td>
<td>751 E Industrial. Dr.</td>
<td>626-9900</td>
</tr>
<tr>
<td>Liberty Utilities</td>
<td>1260 Elm Street</td>
<td>625-4000</td>
</tr>
<tr>
<td>Manchester Fire Dept.</td>
<td>100 Merrimack St.</td>
<td>669-2256</td>
</tr>
<tr>
<td>Manch. Water Works</td>
<td>281 Lincoln St.</td>
<td>624-6494</td>
</tr>
<tr>
<td>Consolidated Comm.</td>
<td>100 Gay Street, 2nd Fl.</td>
<td>645-2700</td>
</tr>
<tr>
<td>Eversource</td>
<td>780 N. Commercial St</td>
<td>1-800-662-7764</td>
</tr>
</tbody>
</table>

Prosecution:

Bidder shall be aware that the City of Manchester, Department of Public Works, Standard Specifications for Road, Drain and Sewer Construction (referred to as the “Standard Specifications”) were updated in January 2020. These Standard Specifications may be found on the City’s website at:

http://www.manchesternh.gov/Departments/Public-Works

Due to the limited funding for this work, the City reserves the right to delete any part of the work in order to keep expenditures with the limits of available funds. However, the City reserves the right to add work to the project if funds are available to do so.

It is understood that the Contractor will match their work schedule with that of the Department of Public Works and other utility companies as applicable.

The Contractor may work at night with minimum three days prior notice and approval of the Engineer.

The plans are meant to be a schematic representation of the project. It should be understood by the Contractor that actual field conditions may differ. Therefore, some construction requirements will be determined in the field by the Engineer and payment for all work shall be based on the unit prices bid.
It should be understood by the contractor that the four plan sets included in this bid do not represent the entirety of the intended contract and that other similar sized and type projects will be added over the life of the contract.

The City will determine the type of hot mix asphalt to be used as well as the thickness of the proposed pavement. The unit cost of the pavement will remain as specified, regardless of the thickness.

Unless otherwise noted on the plans or by the Engineer, the Contractor shall make sure that reveals at curbs and entranceways will be the same after paving is completed. The contractor shall achieve this with milling or removal of existing pavement. This work shall be considered incidental to the contract and there will be no separate payment made for this work.

The Contractor shall make sure that there is a smooth transition from new pavement to existing pavement.

Items 601.9, 603.1112, 603.1115, 603.1208 – Drainage Pipe installation per linear foot includes all pipe materials, excavation, pipe bedding, pipe blanket, and backfill required to install the pipe. When the depth of the excavation for a pipe is increased more than 1 foot by lowering the grade, additional excavation will be paid under the applicable 203 item.

Items 604.14, 604.22 & 604.34 – Drainage Structure installation per vertical foot includes all structure materials, excavation, bedding, and backfill required to install the structure. When the depth of the excavation for a structure is increased more than 1 foot by lowering the grade, additional excavation will be paid under the applicable 203 item.

Item 604.4 - Reconstructing Manholes, Catch Basins or Drop Inlets is intended to provide a price for any structure reconstruction from a point one foot below rim of casting to a point below on the existing structure as needed and as directed by the engineer. The Engineer must be present during the start of this work to confirm the payment quantities. All frame resetting work within the area of one foot below the rim of the casting is considered part of Item 604.5 – Adjustment of Manholes, Catch Basins or Drop Inlets.

The cost of removing the existing sidewalk in preparation for new sidewalks is incidental to the cost of the new sidewalks and no additional payment shall be made.

The application of protective coatings (silane-siloxane) is subsidiary to the other items, shall be installed in accordance with City of Manchester standard specification sections 530 and 534 and no additional payment shall be made.

Expansion and isolation joint installation and materials shall be installed adjacent to buildings, between slabs and around all foundations. This work shall be incidental to the contract and no additional payment shall be made.

Removing (if necessary) and resetting pull boxes, manhole frames, mailboxes, signs and all other items in the sidewalk or within the right-of-way shall be incidental to the project and no separate payment shall be made.
ADA ramps shall conform to the latest Local, State and Federal requirements. The Contractor should note that the resulting pedestrian ramp surfaces shall be flush with all existing roadways.

The Contractor’s attention is directed to the fact it is their sole responsibility to protect all bounds or other property/Right-of-way monumentation from damage.

Permits required from the Public Works Department shall be furnished without charge. All work to be performed shall be in compliance with the City of Manchester Ordinances or as specified on the permit itself. A permit is required by the Fire Department in order to blast.

Contractor to provide all on site construction warning signage necessary for the duration of the projects including, but not limited to: Road Construction Ahead, Flag Person Ahead, Road Closed, Detour, Pavement Ends, Bump, Dip, etc. Placement and management of signs shall be incidental to the work. All construction signage shall conform to the current edition of the MUTCD.

The Contractor is responsible for supply of water used during operations. Connections and use of municipal fire hydrants without approval and permit from Manchester Water Works is prohibited. It is the responsibility of the Bidder to contact Manchester Water Works to understand the costs and procedure involved with permitting if a connection to a hydrant is needed. Any costs associated with the permit shall be responsibility of the Contractor and incidental to the Contract.

When submitting for payment, the Contractor shall submit the request on the Department payment request form in Appendix A (electronic copy of file in Excel Format will be made available to Contractor). The pay request shall include all backup information such as, traffic control invoices, material tonnage slips, etc. Submitted information shall also include an itemized cost breakdown for each project location.

Unless otherwise approved by the Engineer, all seeding performed under Item 646.6– Turf Establishment with Mulch and Tackifers shall be by hydraulic method.

City can post no parking signs at project locations provided the Contractor notifies the Engineer a minimum of 48 hours prior to commencement of work.

Contractor’s attention is directed to the fact that Item 1000 - Miscellaneous Authorized Work is and allowance that shall be used for payment of work directed and authorized by the Engineer but not specifically covered by other items within the Contract. Prior to commencement of work, the Contractor shall provide the Engineer a written estimate that includes material costs and hourly costs for equipment and labor. The price listed within the Bid Schedule shall not be altered by the bidder.

Prior to the start of work, the Contractor will provide the City with an insurance certificate with the City of Manchester and the Manchester Department of Public Works named as additional insured. The certificate shall meet all requirements of the Standard Specifications for Road, Drain and Sewer Construction of the Manchester Department of Public Works.
Traffic Control

Item 618 provides for the services of Police Officers or flagging personnel for traffic control as specified in the supplemental specifications. The Contractor shall be responsible for maintaining traffic in a safe, satisfactory manner. Any costs in connection with maintenance of traffic over the cost of the Police Officers or flagging personnel will be considered incidental to the contract.

The Contractor will be required to maintain two-way traffic on all streets at all times unless provisions have been made with the Highway Department. Detours onto adjacent parallel streets will be considered on a case by case basis.

The Contractor will be required to maintain sidewalk availability through the entirety of the work. If a complete section of sidewalk must be closed, it shall be the Contractors responsibility to maintain alternative sidewalks, detours, and alternative access locations/pathways to all adjacent buildings.

Surplus Material

The satisfactory disposal of all surplus excavation material, including gravel, bricks, concrete, asphalt, and other materials removed within the project that cannot be utilized as fill material will be the responsibility of the Contractor. No additional payment will be made for this work. With city permission, excess material can be disposed of at the city drop off facility.

Public Convenience and Property Protection

The Contractor shall be aware that they will be required to maintain access to all properties in the project area at all times. Parking spaces in front of work areas may be barricaded and used for both construction staging as well as sidewalk detours. Temporary access to all doors shall remain for three days following placement of new pavement. Temporary ramps bridging the sidewalk to entrances shall be subsidiary to the sidewalk cost and no additional payment will be made for this work.

The Contractor will be responsible for the proper and timely notification to local residents and businesses should any temporary interruption of their access or services be absolutely necessary.

Layout of Work

It will be the responsibility of the Public Works Department to provide the initial layout of the baseline. The Contractor will be responsible for the preservation of the baseline.

All lines and grade work not presently established at the site shall be laid out by the Contractor in accordance with the drawings and specifications and as directed by the Engineer.

The Contractor, at his own expense, shall be responsible for maintaining benchmarks and other survey marks and shall replace as directed any benchmarks or survey marks which have been disturbed or destroyed.
The Contractor shall compare all grades, lines, levels, and dimensions shown on the drawings with actual site conditions and shall promptly report to the Engineer, before commencing work any inconsistencies he may discover.

Existing sidewalk foundation joints shall be noted prior to demolition and marked for use in determining joint layout of the finished concrete.

No separate payment will be made for the work described in this section.

**Contract Documents**

In the event of a conflict of interpretation in the Contract Documents, the following is the general order of precedence:

1. Special Contract Requirements*
2. Special Provisions
3. Supplemental General Conditions
4. General Conditions
5. Supplemental Specifications,
7. Drawings
   *Includes Prosecution of Work, Traffic Control plan and Special Attentions.

**Contract Period:** The contract period for this project shall be 12 months, beginning at the date of execution of the contract.
CONTRACT AGREEMENT

THIS AGREEMENT made this __th day of ______________, 2020 by and between the City of Manchester, New Hampshire acting through its Department of Public Works, hereinafter called the party of the first part and ______________________________ their successors and assigns, party of the second part, hereinafter called the Contractor. Witnesseth, that the Contractor, for and in consideration of the payment or payments herein specified and agreed to by the party of the first part, hereby covenants and agrees to furnish and deliver all the materials and to do and perform all the work and labor in the construction of the DRAINAGE ON-CALL hereinafter called the project, in the City of Manchester, County of Hillsborough, State of New Hampshire at the unit prices bid by the said Contractor for the respective estimated quantities, aggregating approximately the sum of (total in words) $ ______________ numeric total, and such other items as are mentioned in the original proposal, which proposal and prices named, together with the General Provisions and Technical Specifications and the Special Provisions accompanying the proposal, and made a part of this Contract and accepted as such, are also agreed by each party as being a part hereof, the said project being situated as follows:

• Various locations in the City of Manchester.

The Contractor further covenants and agrees that all of the said materials shall be furnished and delivered and all of said labor shall be done and performed in every respect to the satisfaction and approval of the Department of Public Works aforesaid, within 12 months from the date specified in the Notice to Proceed.

The successful Bidder at the time of the execution of the contract, must deposit with the Department of Public Works security in the form of a Performance Bond and a Payment Bond, each in the sum equal to 100 percent of the amount of the contract award. The form of the bonds shall be that provided by the Department and the surety shall be acceptable to the City.
IN WITNESS WHEREOF, the parties of this contract have hereunto set their hands and seals as of the day and year first above written.

CITY OF MANCHESTER
(SEAL)

The Honorable Mayor of the
CITY OF MANCHESTER

By__________________________
Joyce Craig

Director of Public Works
DEPARTMENT OF PUBLIC WORKS

By__________________________
Kevin A. Sheppard, P.E.

Signed and sealed in presence of:

______________________________                             _____________________________
Date

(SEAL)

By: ______________________

Federal I.D. No. _____________

Approved as to form and execution

___________________________
City Solicitor
NOTARIZATION

Certificate of Acknowledgment of Contractor, if a Corporation

State of New Hampshire,
    ss:
County of Hillsborough,

    On this ______ day of ___________ 2020

before me personally came

to me known, who being duly sworn did say as follows:

that he resides at:

and is the __________________ of __________________________ the corporation

described herein and which executed the foregoing instrument; that he knows the corporate seal
of said corporation; the seal affixed to the foregoing instrument is such corporate seal and it was
so affixed by order of the Board of Directors of said corporation and by the like order, he signed
thereto his name and official designation.

____________________________________
Notary Public (seal)

____________________________________

My commission expires:___________________________
STATEMENT OF UNDERSTANDING

Project Safety

WHEREAS this project is subject to all Safety and Health Regulations as promulgated by the U.S. Department of labor, it shall be a requirement that the Contractor designate a "Safety Officer" who's duty shall be to monitor the project on a daily basis in order to insure that all safety measures alluded to in the contract and otherwise pertinent to this project, are strictly adhered to. Special attention shall be paid to maintaining existing guide, regulatory and warning signs affecting the movement of traffic.

IT IS hereby agreed that responsibility for the above mentioned safety measures is solely that of the Contractor and that the Contractor has been designated as the project "Safety Officer".

Date: ___________, 2020

_________________________________
STATEMENT OF COMPLIANCE
Drug Testing Program

WHEREAS this project is subject to federal laws, rules and regulations, and WHEREAS all drivers of commercial vehicles over 26,000 pounds GVWR are required to have a Commercial Drivers License (CDL), it is hereby certified that the Alcohol and Drug Testing requirements for Commercial Motor Vehicle Drivers mandated by the Federal Highway Administration, United States Department of Transportation are being complied with.

Date: ____________, 2020

_________________________________
PERFORMANCE BOND

KNOW ALL MEN BY THESE PRESENTS: That we ____________________
_________________________ a ________________________________ hereinafter
called the "Principal" and _____________________ of ______________________, State
of ________________________ hereinafter called the "Surety", are held and firmly bound
unto THE CITY OF MANCHESTER, NEW HAMPSHIRE, hereinafter called "Owner",
in the penal sum of (___________________________) in lawful money of the United States, for
the payment of which sum well and truly to be made, we bind ourselves, our heirs, executors,
administrators and successors, jointly and severally, firmly by these presents.

THE CONDITIONS OF THIS OBLIGATION is such that WHEREAS, the Principal enter into a
certain contract with the Owner, dated the (Date) copy of which is hereto attached and made a
part of hereof for the construction of:

"DRAINAGE ON-CALL" in accordance with drawings and specifications prepared by the
City of Manchester, N.H. which contract is by reference made a part hereof, and is hereinafter
referred to as the Contract.

NOW, THEREFORE, if the Principal shall well, truly and faithfully perform its duties, all the
undertakings, covenants, terms, conditions and agreements of said contract during the original
term thereof, and any extensions thereof which may be granted by the Owner, with or without
notice to the Surety, and if he shall satisfy all claims and demands incurred under such contract,
and shall fully indemnify and save harmless the Owner from all costs and damages which it may
suffer by reason of failure to do so, and shall fully reimburse and repay the Owner for all outlay
and expense which Owner may incur in making good any default, then this obligation shall be
void; otherwise to remain in full force and effect.

PROVIDED FURTHER, that the said Surety, for value received, hereby stipulates and agrees
that no change, extension of time, alteration or addition to the terms of the contract or to the
work to be performed thereunder, or the specifications accompanying the same, shall in any way
affect its obligation on this bond, and it does hereby waive notice of any such change, extension
of time, alteration or addition to the terms of the contract or to do the work or to the
specifications.

PROVIDED FURTHER, that no final settlement between the Owner and the Contractor shall
abridge the right of any beneficiary hereunder, whose claim may be unsatisfied.

IN WITNESS WHEREOF, this instrument is executed in three (3) counterparts, each one of
which shall be deemed and original, this the ____ day of _________________ 2020.
ATTEST: _________________________
Principal
_______________________(S)
(Principal)
_______________________
(Seal) By_____________________(S)
_______________________
(S)
Witness as to Principal
_______________________
_______________________
_______________________
Address

ATTEST: _________________________
Surety
_______________________(S)
(SURETY) By______________________(s)
_______________________ Attorney-in-Fact
(SEAL)
_______________________(S)
Witness to Surety
_______________________ (Address)
_______________________
Address

Note: Date of Bond must not be prior to date of Contract.
PAYMENT BOND

KNOW ALL MEN BY THESE PRESENTS: That ______________________________
_________________________________ as Principal, hereinafter called Principal, and
__________________________ as surety, hereinafter called Surety, are held and firmly
bound unto THE CITY OF MANCHESTER, NEW HAMPSHIRE, as obligee, hereinafter called
Owner, for the use and benefit of claimants as herein below defined, in the amount of
______________________________________________ for the payment whereof Principal
and Surety bind themselves, their heirs, executors, administrators, successors and assigns,
jointly and severally, firmly by these presents.

WHEREAS, Principal has by written agreement, dated ___________, 2020 entered into a
contract with Owner for the construction of

"DRAINAGE ON-CALL" in accordance with drawings and specifications prepared by the
City of Manchester, N.H. which contract is by reference made a part hereof, and is hereinafter
referred to as the Contract.

NOW, THEREFORE, if the Principal shall promptly make payment to all persons, firms,
subcontractors, and corporations furnishing materials for or performing labor in the
prosecution of the work, provided for in such contract, and any authorized extension or
modification thereof, including all amounts due for materials, lubricants, oil, gasoline, coal and
coke, repairs on machinery, equipment and tools consumed or used in connection with the
construction of such work, and all insurance premiums on said work, and for all labor, performed
in such work, whether by subcontractor or otherwise, then this obligation shall be void;
otherwise to remain in full force and effect.

PROVIDED FURTHER, that the said Surety, for value received, hereby stipulates and agrees
that no change, extension of time, alteration or addition to the terms of the contract or to the
work to be performed thereunder, or the specifications accompanying the same shall in any way
affect its obligation on this bond, and it does hereby waive notice of any such change, extension
of time, alteration or addition to the terms of the contract or to do the work or the specifications.

PROVIDED FURTHER, that no final settlement between the Owner and the Contractor shall
abridge the right of any beneficiary hereunder, whose claim may be unsatisfied.

IN WITNESS WHEREOF, this instrument is executed in three (3) counterparts, each one of
which shall be deemed and original, this ____ day of ________________, 2020.
ATTEST: __________________________Principal

_________________________ (Principal)

(Seal) By________________________(S)

___________________________________

By: ______________________________Witness as to Principal(s)

___________________________________

___________________________________Address

___________________________________Surety

ATTEST: By________________________Attorney-in-Fact(s)

_________________________ (Surety)

(Seal)

By: ______________________________(S)
Witness as to Surety

___________________________________

Note: Date of Bond must not be prior to date of Contract.
# Contract Name

**CONTRACTOR:** Contractor  
One Army Way  
Town, NH 00000

**PAY REQUEST #:** Number  
**DATE OF REQUEST:** Date

**FOR PERIOD:**  
Data A  
TO  
Data B

<table>
<thead>
<tr>
<th>1. Original Contract Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Net Amount Changed by Change Orders</td>
</tr>
<tr>
<td>3. Contract Total To Date (Line 1+Line 2)</td>
</tr>
<tr>
<td>4. Total Work Complete to Date</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>5. Retainage</th>
</tr>
</thead>
<tbody>
<tr>
<td>a) Retainage to Date (Line 4 x % retainage) $</td>
</tr>
<tr>
<td>b) Total Retainage Released to Date $</td>
</tr>
<tr>
<td>c) Remaining Retainage (Line 5a - Line 5b) $</td>
</tr>
<tr>
<td>d) Retainage Withheld this Pay Period $</td>
</tr>
</tbody>
</table>

| 6. Total Amount Earned, Less Retainage (Line 4 - Line 5c) $ |
| 7. Total Previous Payments Made                     |

| 8. Current Amount Due (Line 6-Line 7) $             |

<table>
<thead>
<tr>
<th>Change Orders</th>
<th>Number</th>
<th>Date</th>
<th>Amount</th>
<th>PO#</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Retainage Releases</th>
<th>Date</th>
<th>Amount</th>
</tr>
</thead>
</table>

## Contractor:

By: _______________________________ Date: __________

## Project Manager:

By: _______________________________ Date: __________
APPENDIX B
REFER TO CITY OF MANCHESTER DPW STANDARD SPECIFICATIONS FOR ALL DETAILS