

**Town of Cortlandt Purchasing
1 Heady Street
Cortlandt Manor, New York 10567
(914) 734-1047
www.townofcortlandt.com**



Bid Opening: January 30, 2026 at 2:00 PM

BID #2026-02
Uniform Apparel (DES)

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**TOWN OF CORTLANDT PURCHASING
1 HEADY STREET
CORTLANDT MANOR, NEW YORK 10567
TELEPHONE: 914-734-1047 / FAX: 914-734-1049**

**TITLE: Uniform Apparel
(Employees)**

BID NUMBER: #2026-02

January 15, 2026

Attention Bidder(s):

You are invited to bid on Uniform Apparel (Employees) required by the Town of Cortlandt.

Attached you will find general bidding information, a description of the material, a bid form and a Non-Collusive Certificate for your use in submitting a bid.

Yours truly,

Jennifer Glasheen
Director of Purchasing

Attachments

**TOWN OF CORTLANDT PURCHASING
1 HEADY STREET
CORTLANDT MANOR, NEW YORK 10567
TELEPHONE: 914-734-1047 / FAX: 914-734-1049**

TITLE: Uniform Apparel (Employees)	BID NUMBER: #2026-02
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STATEMENT OF NO BID

TOC Purchasing:

We, the undersigned, have declined to bid on your bid number #2026-02 for the following reason:

- _____ We do not offer this product
- _____ Our policy schedule would not permit us to perform
- _____ Unable to meet specifications
- _____ Unable to meet bond requirements
- _____ Other _____

We understand that if the no bid letter is not executed and returned, our name may be deleted from the list of qualified bidders for the Town of Cortlandt.

Company Name _____

Signature _____

Telephone _____

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GENERAL BIDDING INSTRUCTIONS

These general specifications, as completed by the bidder, shall become part of his bid proposal.

Sealed bids shall be received and publicly opened in the office of the Director of Purchasing of the Town of Cortlandt, Town Hall, 1 Heady Street, Cortlandt Manor , New York, **2:00 PM (local Verizon time), JANUARY 30, 2026** for the purchase of **Uniform Apparel (Employees)**. Faxed bids are not considered “sealed” and will **NOT** be accepted.

FORMAL Bids shall be submitted in an envelope **CLEARLY** marked BID **“Uniform Apparel (Employees)”**.

A Non-Collusive Affidavit (copy attached) shall accompany each bid.

Bids shall be submitted on the attached forms only. Extra pages and literature may be added to this package, however, THE PACKAGE SHALL BE RETURNED INTACT AS RECEIVED.

Bids shall be signed by an authorized individual.

The Town of Cortlandt is exempt from payment of ALL Federal and New York State taxes.

Bidders shall familiarize themselves with all provisions of these specifications and shall not, after submitting the bid, dispute the specifications or assert that there is a misunderstanding in regard to the furnishing of items(s) in this bid.

The bidder in submitting this proposal agrees to enter into contract with the Town of Cortlandt.

1. **TERM OF CONTRACT:**

One time purchase

One year fixed price contract with option for a second year with mutual consent of all parties.

Other:

2. **SHORT TERM EXTENSION:**

In the event the replacement contract has not been issued, any contract let and awarded hereunder by the town may be extended unilaterally by the town for an additional period of up to one month upon notice to the contractor with the same terms and conditions as the original contract including, but not limited to, quantities (prorated for such one month extension), prices, and delivery requirement. With the concurrence of the contractor, the extension may be for a period of up to three months in lieu of one month. However, this extension terminates should the replacement contract be issued in the interim.

3. AWARD OF CONTRACT:

Awards of contract may be made EITHER on the basis of the lowest net unit price for each item or on the basis of the lowest total bid, whichever is deemed the best interests of the Town of Cortlandt or reject any or all bids.

Bid summary sheets will be provided to all present at bid opening. If not present, a summary sheet will be mailed to all who bid. We will **** NOT ACCEPT PHONE CALLS REQUESTING SUMMARY SHEET INFORMATION****.

The Director of Purchasing reserves the right to select the bid proposal, the acceptance of which will, in their judgment, best secure this material, equipment or services which will be in the best interest of the Town of Cortlandt (irrespective of whether it is low bid, the high bid, or otherwise) or to reject any or all bids. Proposals which are incomplete, conditional or obscure or which contain conditions not called for, erasures, alterations or irregularities of any kind may be rejected as informal, or may be waived at the discretion of the Director of Purchasing if any informality is deemed immaterial and non-prejudicial to the Town and other bidders.

Unit prices shall be controlling in the extension of the bidder's net unit prices times estimated Town requirements. Errors in such multiplication and in the additional of such extension may be corrected by the Director of Purchasing subject to verification by the bidder.

Bidder must submit with the bid detailed specifications, and all necessary data on the materials, equipment or services he proposes to furnish. If the offer differs from the minimum provisions of the buyers specifications, such differences must be explained in detail and bid will receive careful consideration if such deviations do not depart from the intent of this specification and are to the best interest of the Town of Cortlandt, as interpreted by the Director of Purchasing.

4. BID PRICES AND QUANTITIES:

It is understood that contract prices shall hold firm and prevail for the actual quantities required and ordered as needed during the life of the contract whether more or less than estimated quantities. Quantities as listed on the bid sheets are estimated for bidding purposes only. Award of contract shall be for the quantities actually ordered as needed during the contract period.

Unit prices quoted shall be net exclusive of all taxes; and must include all transportation, delivery and unloading costs fully prepaid F.O.B. destination, inside delivery (if applicable).

These unit prices shall not be subject to any increase during the life of the contract.

If any reduction in price is announced during the life of the contract, The Town of Cortlandt shall receive the benefit of such reduction. In such event the contractor must submit his revised prices in writing within (5) five days of announcement.

5. DELIVERY:

All deliveries are to be made within (SEE SPECS) work days of receipt of written purchase order or authorized verbal requests except as may be otherwise arranged by supplier and purchaser.

Emergency deliveries are to be made within (24) twenty-four hours from receipt of a telephone or TWX request from the Director of Purchasing.

All deliveries are to be made on business weekdays between the hours of 9:00AM and 3:00PM, except as may be otherwise arranged by supplier and purchaser.

6. **PENALTY:**

In the event deliveries are not made as specified to a Town delivery point the Director of Purchasing shall reserve the right to purchase any such bid item on the open market, and to charge any increase in price paid over the current price to the account of the contract.

7. **DELIVERY OF UNAPPROVED SUBSTITUTIONS:**

Vendors are authorized to ship only those items covered by the Town contract. If a review of orders placed by the Town reveals that an item other than those covered by and specified in the Town contract have been ordered and delivered, the Director of Purchasing will take such steps as are necessary to have the item(s) returned by the contractor regardless of the time lapse between the date of delivery and discovery of the violation. Full credit will be demanded compliance with this requirement as a joint responsibility of the Town and the vendor. Violation of this clause may result in the removal of the offending vendor(s) name from the Town(s) mailing list for a period up to three years.

8. **NEW PRODUCTS:**

All products will be NEW unless otherwise indicated in this bid.

9. **SERVICE:**

Contractor must be prepared at all times to furnish technical services at no charge including product testing laboratory services within (2) two business days of a request to do so from the Director of Purchasing and to investigate and report to the Director of Purchasing on any complaint that might arise in connection with the use of his product by the using Town agency whenever the qualitative character of his product is in question.

10. **METHOD OF OPERATION:**

After the bids are opened and the successful bidder is determined, a 'NOTICE OF AWARD' or equivalent may be forwarded to the successful bidder. At that time, the other bidders may request, in writing, a list of pricing submitted by all bidders. It is required that the supplier cooperate with the Town to the fullest extent to the end that the materials supplied are delivered to the Town in strict accordance with the specifications and delivery requirements of the bid proposal.

For the duration of the Town contract the Town may order material covered by the contract directly from the vendor when and as required. These orders will be covered by the issuance of a multipart Town of Cortlandt Purchase Order.

11. **TRADE NAMES:**

Bidders shall state the trade name, brand name or manufacturer for each item bid. Such trade names shall not in any way set aside the requirement of compliance with specifications.

Reference to a particular trade name, brand name or manufacturer catalog or model number is made for descriptive purposes to guide the bidder in interpreting the requirement of the Town of Cortlandt. They should not be construed as nor are they intended to exclude proposals on other types of materials, equipment and supplies unless the words "NO SUBSTITUTIONS" are added to that particular line item on the specification page.

12. **PROTESTS:**

No protests regarding the validity or appropriateness of the specifications or of the invitation for bids will be considered unless the protest is filed with the Director of Purchasing prior to the closing date for bids. Post-award protests must be filed with the Director of Purchasing within 5 calendar days of bid award. The Director will consult with the appropriate Town official(s) and render a decision in writing within 10 calendar days from date protest is filed.

13. **PRICE EXTENSION:**

It is understood and agreed that all Agencies, Boards, Commissions and Authorities of the Town of Cortlandt may participate in the contract award.

The undersigned offers and agrees, if this offer is accepted within 45 calendar days from the date for receipt of offers specified herein, to furnish any or all items upon which prices are offered, at the price set opposite each item, delivered at the designated point(s) within the time specified in the schedule.

14. **BID DEPOSIT:**

All bidders shall post a certified check or letter of credit at the request of the Director of Purchasing, in a percentage of the entire bid price. If no set amount is bid, then the Purchasing Director shall set the appropriate amount required. Said certified check or letter of credit must be delivered with the bid proposal.

 X Not Required To be submitted in the amount of % of bid total.

 Required Amount of \$ estimated and set by the Purchasing Director

15. **PERFORMANCE BOND:**

Successful vendor may be required to post a performance bond that will be considered as a guarantee that the bidder will render services as stated in the specifications, if awarded to him and will be forfeited to the Town of Cortlandt, New York, as liquidated damages if he fails to do so within time specified. Successful vendor upon notification of award must apply for performance bond if indicated in the General Bidding Instructions and in the amounts indicated.

 X Not Required To be submitted in the amount of % of vendor's bid total
 Required

16. **PURCHASES BY THE VILLAGE OF CROTON-ON-HUDSON AND BUCHANAN:**

All prices and conditions will be available to the VILLAGE OF CROTON-ON-HUDSON, NEW YORK, AND THE VILLAGE OF BUCHANAN, NEW YORK, AND CORTLANDT PEEKSKILL PARAMEDICS will be responsible for their own ordering and payment directly with the vendor.

(SIGNATURE) _____

17. **PREVAILING WAGES (FOR APPLICABLE PROJECTS ONLY)**

All vendors submitting bids are required to conform to all current NYS prevailing wage laws, the Town has applied for and has received a PRC number for this project, which has been included with this document as an attachment. The successful vendor(s) is/are responsible for complying with all current labor rates and regulations throughout the duration of any contract resulting from this document. Current rates are available by calling the NYS Department of Labor at (585) 258-4505. Rates are also available via the internet at: http://198.22.236.39/prevailing_wage_home.shtm

The Town will only pay and the vendor agrees to only charge prevailing wage rates to those employees of any organization that are required by New York state law to receive said rates in the course doing work for the Town. Payments may not be made to any vendor covered under this contract prior the vendor supplying the Town with certified payrolls in accordance with New York State Department of Labor regulations.

The contractor agrees to verify all rates with the New York state department of Labor prior to submitting a proposal and prior to doing any work for the Town as well as to establish which of the those workers involved in any part of a contract for the Town are required by law to receive said rates

Corporations and Partnerships submitting proposals are hereby informed that ALL personnel working on this project must be paid the prevailing rate or above in accordance with the current New York State Labor Laws in effect during the course of the project. This includes all owners, partners and other management and other employees as required.

No payments will be made to any vendor covered under this contract prior the vendor supplying the Town with certified payrolls in accordance with New York State Department of Labor regulations.

NOTE: Vendors currently on the NYS Labor Department Debarred list will not be considered for award of this contract. By submitting a bid for consideration, the vendor is indicating to the County that they are currently in good standing with the NYS Department of Labor at the time of the bid.

Fed ID# _____

18. EMERGENCY PURCHASES AND/OR SERVICES

In the event that a disaster emergency is declared and the product and/or service outlined on this contract is essential to the Town, vendor must provide prompt and immediate delivery of products and/or services, the Town reserves the right to obtain such products or services from any source, including but not limited to this contract, as the Town in his/her sole discretion determines will meet the needs of such emergency.

Emergency (24) twenty four hour contact: _____

Applicable Phone Number: _____

19. TERMINATION CLAUSE

a. For Cause: For a material breach that remains uncured for more than (30) thirty days or other specified period after written notice to the Contractor, the Contract or Purchase Order may be terminated by the Commissioner or Authorized User at the Contractor's expense where Contractor becomes unable or incapable of performing, or meeting any requirements or qualifications set forth in the Contract, or for non-performance, or upon a determination that Contractor is non-responsible. Such termination shall be upon written notice to the Contractor. In such event, the Purchasing Director or Authorized User may complete the contractual requirements in any manner it may deem advisable and pursue available legal or equitable remedies for breach.

b. For Convenience: By written notice, this Contract may be terminated at any time by the Town for convenience upon (60) sixty days written notice or other specified period without penalty or other early termination charges due. Such termination of the Contract shall not affect any project or Purchase Order that has been issued under the Contract prior to the date of such termination. If the Contract is terminated pursuant to this subdivision, the Authorized User shall remain liable for all accrued but unpaid charges incurred through the date of the termination. Contractor shall use due diligence and provide any outstanding deliverables.

Notwithstanding anything contained herein to the Town, no default shall be deemed to occur in the event no funds or insufficient funds are appropriated and budgeted by or are otherwise

unavailable to the Town for payment under this Agreement. The Town will immediately notify the Contractor of such occurrence and this Agreement shall terminate on the last day of the fiscal period for which appropriations were received without penalty or expense to the Town of any kind whatsoever, except as to those portions herein agreed upon for which funds shall have been appropriated and budgeted.

20. **ALTERNATE AGREEMENT**

If, during the term of this agreement, a New York State or County of Westchester agreement for substantially the same item(s) quoted herein, has a favorable prices, terms and conditions that the Town has interest in utilizing, then the Town will have the right to utilize this identified alternate agreement in lieu of this agreement for a period up to, but, not necessarily through, the end of the terms of this agreement.

21. **MULTIPLE AWARD**

A determination and award of a Contract is in the discretion of the Director of Purchasing to more than one responsive and responsible Bidder who meets the requirements of a specification, where the multiple award is made on the grounds set forth in the Bid Document in order to satisfy multiple factors and needs of Authorized Users (e.g., complexity of items, various manufacturers, differences in performance required to accomplish or produce required end results, production and distribution facilities, price, compliance with delivery requirements, geographic location or other pertinent factors). Alternate awards can be made in the event that the primary vendor does not perform to meet the Towns needs and any delay involving the bidding process could be detrimental to the Town.

22. **CONDITIONAL BID**

Unless the Bid Specifications provides otherwise, a Bid is not rendered non-responsive if the Bidder specifies that the award will be accepted only on all or a specified group of items or Product included in the specification. It is understood that nothing herein shall be deemed to change or alter the method of award contained in the Bid Documents.

23. **EQUIVALENT OR IDENTICAL BIDS**

In the event two offers are found to be substantially equivalent, price shall be the basis for determining the award recipient. If two or more Bidders submit substantially equivalent Bids as to pricing or other factors, the coin toss method will be used to determine the award.

24. **CONTRACT BILLINGS**

Contractor and the distributors/resellers designated by the Contractor, if any, shall provide complete and accurate billing invoices to Purchasing Office in order to receive payment. Billings must contain all information required by the Contract. Bills are processed approximately twice monthly or upon mutual agreement between contractor and Town.

25. PRICE ADJUSTMENT CLAUSE

Unless otherwise stated in this document, at no time during the term of any contract arising from an award by the Town may any of the contract pricing be changed for any reason without written approval by the Town. All pricing shall remain firm for the first six months from the date of award. Once, per each twelve-month period, the vendor or the Town may request a price adjustment. The vendor shall give the Town a minimum of thirty (30) calendar days notification of any request for a price adjustment. Said adjustment may at no time exceed the Consumer Price Index for all items as calculated by the Town of Cortlandt Purchasing Department. Should the Town deem the requested adjustment unacceptable, the Town reserves the right to terminate the contract in accordance with the terms of the bid and seek pricing from whatever sources legally available.

26. BID COORDINATOR

This Bid is issued by the Town of Cortlandt Purchasing Department. The Bid coordinator is listed below. All requests for information MUST go through the Bid coordinator, who is the primary point of contact regarding this proposal from the date of issuance until the selection of the successful contractor.

Town of Cortlandt Purchasing
C/o Jennifer Glasheen
1 Heady Street
Cortlandt Manor, New York 10567

Phone (914) 734-1046
Fax (914) 734-1049
e-mail: jglasheen@townofcortlandt.com

27. ALTERNATE PRICING

Vendors submitting “Alternate” pricing, products or services, must indicate and identify alternatives in bid package to be considered for award. No substitutions after bid award should be provided.

28. SECTION 28: IRANIAN ENERGY SECTOR DIVESTMENT

28.1 Contractor/Proposer hereby represents that said Contractor/Proposer is in compliance with New York State General Municipal Law Section 103-g entitled “Iranian Energy Sector Divestment”, in that said Contractor/Proposer has not:

- (a) Provided goods or services of \$20 Million or more in the energy sector of Iran including but not limited to the provision of oil or liquefied natural gas tankers or products used to construct or maintain pipelines used to transport oil or liquefied natural gas for the energy sector of Iran; or
- (b) Acted as a financial institution and extended \$20 Million or more in credit to another person for forty-five days or more, if that person’s intent was to use the credit to provide goods or services in the energy sector in Iran.

28.2 Any Contractor/Proposer who has undertaken any of the above and is identified on a list created pursuant to Section 165-a (3)(b) of the New York State Finance Law as a person

engaging in investment activities in Iran, shall not be deemed a responsible bidder pursuant to Section 103 of the New York State General Municipal Law.

28.3 Except as otherwise specifically provided herein, every Contractor/Proposer submitting a bid/proposal in response to this Request for Bids/Request for Proposals must certify and affirm the following under penalties of perjury:

- (a) “By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief, that each bidder is not on the list created pursuant to NYS Finance Law Section 165-a (3)(b).”

Town of Cortlandt will accept this statement electronically in accordance with the provisions of Section 103 of the General Municipal Law.

28.4 Except as otherwise specifically provided herein, any Bid/Proposal that is submitted without having complied with subdivision (a) above, shall not be considered for award. In any case where the Bidder/Proposer cannot make the certification as set forth in subdivision (a) above, the Bidder/Proposer shall so state and shall furnish with the bid a signed statement setting forth in detail the reasons therefore. The Town reserves its rights, in accordance with General Municipal Law Section 103-g to award the Bid/Proposal to any Bidder/Proposer who cannot make the certification, on a case-by-case basis under the following circumstances:

- (1) The investment activities in Iran were made before April 12, 2012, the investment activities in Iran have not been expanded or renewed after April 12, 2012, and the Bidder/Proposer has adopted, publicized and is implementing a formal plan to cease the investment activities in Iran and to refrain from engaging in any new investments in Iran; or
- (2) The Town of Cortlandt has made a determination that the goods or services are necessary for the Town to perform its functions and that, absent such an exemption, the Town of Cortlandt would be unable to obtain the goods or services for which the Bid/Proposal is offered. Such determination shall be made by the County in writing and shall be a public document.

Please acknowledge that you have read the Iranian Energy Sector:

Signature: _____

29. PURCHASES – MUNICIPAL AND NOT FOR PROFIT ORGANIZATIONS

The Town of Cortlandt reserves the right to allow all municipal and not for profit organizations authorized under the General Municipal Laws of the State of New York, to purchase any goods and/or services awarded as a result of this bid in accordance with the latest amendments to NYS GML 100 through 104. However, it is understood that the extension of such contracts are at the

discretion of the vendor and the vendor is only bound to any contract between the Town of Cortlandt and the vendor. Additionally, the Town reserves the right to purchase any goods or services included as part of this bid from any means legally available to it at any time.

30. **BID DISTRIBUTION**

The Town of Cortlandt distributes bidding documents through the Purchasing Office or through the Empire State Bid System at www.empirestatebidsystem.com. Copies of bidding documents should not be obtained from any other source. Only those vendors who obtain bidding documents from either the Purchasing Office or the Empire State Bid System will receive addendum information, if such information is issued. It is the vendor's responsibility to keep all applicable contact information current.

31. **NON-ASSIGNMENT**

In accordance with NYS General Municipal Law 109, at no time during the duration of any contract resulting from this bid, shall the successful vendor be allowed to assign any portion of this contract to a third party without express written approval by the Town of Cortlandt.

32. **JUDGMENTS/LEGAL FINDINGS**

By submitting this bid for consideration, the vendor affirms that they currently have no judgments or other legal findings nor have any pending judgments or other legal findings against the company or any of its executives, with any federal, state or local governmental entities that in any way could impact or have the potential to impact their ability to complete any contract awarded them as a result of this bid. Failure to disclose any such judgments and/or findings will result in the termination of any contracts and other penalties as deemed legal and appropriate by the Town.

33. **CONFLICT OF INTEREST**

The provisions of Article 18 of New York's General Municipal Law: The state Conflicts of Interest Law for Municipal Officials and Town of Cortlandt, Code of Ethics shall apply to this contract. The prospective bidder and or their subcontractor(s) shall certify, to the best of their knowledge, that they are not aware of any potential organizational or personal conflict of interest as provided for under Article 18 or other relevant matters. If the prospective bidder cannot so certify to this, then they shall provide as part of the bid documents a disclosure statement to the Town providing any past, present or proposed interests which may be deemed a conflict of interest.

If the Town of Cortlandt determines that a potential conflict of interest exists, the prospective bidder and or their subcontractor(s) shall not receive an award unless the conflict of interest can be avoided or otherwise resolved to the satisfaction of the Town of Cortlandt Legal Department.

The Town of Cortlandt reserves the right to reject any and all bids, to waive any informalities therein, or to award the Contract to any Bidder if deemed to be in the best interest of the Town to do so.

Notwithstanding any other provision at the time of signing the contract it shall be understood and agreed to that the parties to the agreement have read and are aware of the provisions of Article 18 of New York's General Municipal Law: The state Conflicts of Interest Law for Municipal Officials and the Town of Cortlandt Code, Code of Ethics.

34. **PAYMENT OF INVOICES**

Invoices remitted for payment more than 90 days from the date of services or delivery may not be processed for payment.

**TOWN OF CORTLANDT PURCHASING
1 HEADY STREET
CORTLANDT MANOR, NEW YORK 10567
TELEPHONE: 914-734-1047 / FAX: 914-734-1049**

TITLE: Uniform Apparel (DES)	BID NUMBER: 2026-02
BID OPENING DATE: January 30, 2026	TIME: 2:00 PM

34. TECHNICAL SPECIFICATIONS

Department of Environmental Services

2026 Uniform Bid – Option I

Description

Department of Environmental Service employees would be allotted up to \$250.00/each to purchase work clothing from an approved list of items. DES employees would visit the showroom on their own time during a specified time frame and make their selections accordingly. The vendor would then supply all of the items ensuring that the sizes, colors, quantity, quality and logo are correct. After all merchandise has been received and approved by the Town, the vendor would submit and invoice by Division to the Town. There is a total of 78 DES employees that would be participating in this program in 2025. They are broken down as follows.

- Highway Department (30)
- Sanitation (30)
- Water (10)
- Parks (9)
- Engineering (7)
- RPS Paramedics (10) – Billed Separate (non-profit)

Requirements

1. Vendor must be able to supply all items on the list with required colors and sizes (substitutions must be approved by the Town and be equal to the specifications)
2. Vendor must have a showroom where employees can view merchandise and review sizes. Vendor must have some sample products available.
3. The showroom must be located within 10 miles of 167 Roa Hook Road, Cortlandt Manor, NY and 140 8th Street in Verplanck, NY. If the location is further than 10 miles a distance calculation will be included in the cost of the bid (distance calculation to be determined)

4. Vendor must be able to screen print DES logo on all clothing (excluding pants) in house ensuring correct logo size and color as specified by the Town.
5. Vendor must keep a list of employees by Department (supplied by Town) and inform each employee of the merchandise which is available to them as specific by their title and department.
6. Vendor must make sure only authorized employees are ordering items.
7. Vendor must give each employee an order sheet to be completed in the showroom.
8. Vendor must ensure that each employee spends within their allotment.
9. Vendor must order and receive all items in a timely manner (3-4 weeks)
10. Vendor is responsible to make sure all merchandize that is ordered is the correct size, quantity and quality.
11. Vendor should be able to do on-site hemming
12. Vendor must notify the Town/staff when the merchandise is ready for pick up.
13. Once all orders have arrived and are correct the vendor must submit an invoice by Division to the appropriate Town Purchasing.
14. Orders should be completed in 2-3 weeks a/r/o.

**2026 Uniform Bid – Option II
Requirements**

1. Vendor must be able to supply all items on the list with required colors and sizes (substitutions must be approved by the Town)
2. Vendor must have scheduled monthly visits to Town facilities located at 167 Roa Hook Road and 140 8th Street, Verplanck if requested by the Town of Cortlandt. They must include samples of products and sizing at that time. Orders must be completed 2-3 weeks a/r/o.
3. All other requirements of option 1.

Pricing: : see Excel Sheet for Pricing.

- Which option will your company use: _____
- Please see figure #1 for pricing.

Company Name: _____

Address _____

Phone _____ **Fax** _____

E-Mail _____

35. STANDARDIZED INSURANCE REQUIREMENTS FOR VENDORS

When a Vendor has occasion to enter upon the property of the Town of Cortlandt for any reason related to the sale of the Vendor's product to the Town of Cortlandt or purchase of surplus Cortlandt goods by the Vendor, the Vendor shall indicate the insurance coverage supplied by this carrier, and that the below mentioned insurance is in full force and effect.

- A. Workmen's Compensation, Statutory, in compliance with the Compensation Law of the State of New York.
- B. General Liability Insurance one million dollars combined single limit (CSL) including the following:
 - 1. All Premises - Operations
 - 2. Contractual Liability
 - 3. Products Liability and Completed Operations.
 - 4. Town of Cortlandt to be named as additional insured

If additional coverages and limits are required for a specific agreement, those requirements will be outlined elsewhere in the agreement specifications. All agreements involving the use of explosives and demolition shall provide the above coverage with elimination of the XCU exclusion from the policy or proof that the XCU is covered.

- C. Automobile Liability Insurance one million dollar combined single limit (CSL) including the following:
 - 1. Owned Automobiles
 - 2. Hired Automobiles
 - 3. Non-owned Automobiles

THIS FORM MUST BE SIGNED BY VENDOR - (AN OFFICER OF THE CORPORATION.)

INDEMNIFICATION CLAUSE

In addition to, and not in limitation of, the above insurance provisions, for **(Bid or RFP Number)** the contractor (Consultant, Licensee).

- A. That except for the amount, if any, of damage contributed to, caused by or resulting from the negligence of the Town of Cortlandt, the Contractor shall indemnify and hold harmless the Town of Cortlandt, its officers, employees and agents from and against any and all liability damage, claims demands, costs, judgments , fees, attorney's fees or loss arising directly; or indirectly out of the performance of failure to perform hereunder by the Contractor or indirectly out of the performance or failure to perform hereunder by the Contractor or third parties under the direction or control of the Contractor and
- B. To provide defense for and defend at its sole expense, any and all claims, demands or causes of action directly or indirectly arising out of this Agreement and to bear all other costs and expenses related thereto.

Vendor affirms that he will comply in the performance of Contract with all applicable provisions of the Labor Law, Workman's Compensation Law, Federal Social Security Law, and any and all rules and regulations promulgated by the Federal Department of Labor and/or the Industrial Commissioner of the State of New York and any other applicable laws, rules and regulations and all amendments and additions thereto.

SIGNATURE _____

OFFICIAL TITLE _____

36. NON - COLLUSIVE BIDDING CERTIFICATE

Required by Section 103-d of the General Municipal Law

By submission of this bid or proposal, the bidder certifies that: (a) this bid or proposal has been independently arrived at without collusion with any other bidder or with any competitor or potential competitor; (b) this bid or proposal has not been knowingly disclosed, prior to the opening of bids or proposals for this project, to any other bidder, competitor or potential competitor; (c) no attempt has been or will be made to induce any other person, partnership or corporation to submit or not to submit a bid or proposal; (d) the person signing this bid or proposal certifies that he has fully informed himself regarding the accuracy of the statement contained in this certification and under the penalties of perjury, affirms the truth thereof, such penalties being applicable to the bidder as well as to the person signing in its behalf; (e) that attached hereto (if a corporate bidder) is a certified copy of resolution authorizing the execution of this certificate by the signator of this bid or proposal in behalf of the corporate bidder.

(signature of individual signing bid)

Resolved that _____
(signature of individual signing bid)

be authorized to sign and submit the bid or proposal of this corporation for the following project _____
(describe project)

and to include in such bid or proposal the certificate as to non-collusion required by section one hundred three - d of the General Municipal Law as the act and deed of such corporation and for any inaccuracies or misstatements in such certificate this corporate bidder shall be liable under the penalties of perjury.

The foregoing is a true and correct copy of the resolution adopted by _____

corporation at a meeting of its board of directors held on the _____ day of _____
_____ 2026.

SECRETARY

(Seal of the Corporation)