

VILLAGE OF CROTON-ON-HUDSON
RECREATION & PARKS DEPARTMENT
1 VAN WYCK STREET
CROTON-ON-HUDSON, NEW YORK 10520
(914) 271-3006

REQUEST FOR PROPOSALS
NO. 01-2026

FOR

SCREENED SPORTSWEAR

PROPOSAL ACCEPTED UNTIL
Date: THURSDAY, March 19, 2026
Time: 10:00 a.m.

Village Manager

Bryan Healy

Village Clerk

Pauline DiSanto

Recreation Superintendent

Mark Duncan

VILLAGE OF CROTON-ON-HUDSON, NEW YORK

INVITATION TO PROPOSAL
PROPOSAL No. 01-2026

NOTICE IS HEREBY GIVEN that the Village of Croton-on-Hudson, NY, is accepting sealed proposals for purchase of screened sportswear proposal number **01-2026**. Proposals will be accepted in the Office of the Village Manager, Room 24, Municipal Building, 1 Van Wyck Street, Croton-on-Hudson, NY, until **10:00AM prevailing time on Thursday, March 19, 2026**, at which time and place they will be publicly opened and read aloud. No proposals will be accepted after said time and date.

All proposals received after the deadline date and time stated above will not be considered and will be returned to the proposer unopened. The proposer assumes the risk of any delay in the mail or in the handling of the mail by employees in the Village of Croton-on-Hudson. Whether sent by mail or by means of personal delivery, the proposer assumes all responsibility for having the proposal deposited on time at the place specified.

Please be aware of the following requirements, which are set forth in further detail in this document:

- Proposers must print, bind, and submit the entire proposal document. The Village of Croton-on-Hudson reserves the right to reject any proposals not submitted as specified.
- A Non-Collusive Certification must be attached to the proposal.

The Village of Croton-on-Hudson reserves the right to reject any and all proposals, to waive any informalities, or to accept the proposal which in its judgment will be in the best interests of the Village of Croton-on-Hudson.

OBTAINING DOCUMENTS:

The Village of Croton-on-Hudson has partnered with BidNet as part of the Empire State Purchasing Group and will post our proposal opportunities to this site. As a vendor, you can register with Empire State Purchasing Group and be sure that you see all of the Village's available proposals and opportunities. Detailed specifications for said proposals may be obtained through the Empire State Purchasing Group at the following link:

<https://www.crotononhudson-ny.gov/home/pages/proposals-rfps-rfqs-and-addenda>

Ms. Pauline DiSanto
Village Clerk

Dated: February 12, 2026
Proposal 01-2026

VILLAGE OF CROTON-ON-HUDSON
Recreation and Parks Department
1 Van Wyck Street, Croton-on-Hudson, N.Y. 10520

PROPOSAL DOCUMENT #01-2026
Screened Sportswear

DEADLINE: 10:00 a.m. on Thursday, March 19, 2026

I INSTRUCTIONS TO PROPOSALDERS

PREPARATION OF PROPOSALS

A. Proposals will be accepted in the Office of the Village Manager, Room 24, Municipal Building, 1 Van Wyck Street, Croton-on-Hudson, NY at the time designated in the advertisement, after which time they will be publicly opened and read. Proposals, when submitted, must be enclosed in a sealed envelope and the envelope must have written on it, plainly, the name and address of the proposer and should be clearly labeled "RECREATION DEPARTMENT SPORTSWEAR".

B. The proposal forms for the contract are included with the pages of specifications which are furnished by the Village of Croton-on-Hudson, and the proposer is required to use the forms and submit the complete volume intact to the Recreation Supervisor. The prices must be in ink. Erasures and other changes in the proposal must be explained or noted over the initials of the proposer. The blank spaces in the proposal must be filled in correctly where indicated for each and every item. Ditto marks are not considered writing or printing and shall not be used.

C. The authorized representative shall sign the proposal correctly. If the proposal is made by an individual, his name and post office address must be shown. If made by a firm or partnership or corporation, the proposal must be signed by an official of the firm, partnership or corporation authorized to sign contracts, and must show also the post office of the firm, partnership or corporation. Each proposal must include an executed "Statement of Non-Collusion" pursuant to Section 103-D of the New York State Municipal Law.

D. After the proposals are opened, the Village of Croton-on-Hudson reserves the right to meet with the authorized representatives to discuss the details of the proposals. Some companies may be asked to furnish additional data to demonstrate competency, including recent financial records and letters of recommendation.

BASIS OF AWARD

A. Proposals will be compared and the lowest responsible proposer determined on the basis of the schedule of estimated quantities comprising all items in the contract at the unit or lump sum prices proposal for these items.

B. Past performance, financial responsibility, etc., will be determining factors in making the award.

C. Within 30 days after the opening of proposals, the Village of Croton-on-Hudson will accept one of the proposals or reject all proposals. Acceptance of the proposal and Notice of Award will be in writing, signed by an officer of the Village and mailed to the address designated in the proposal.

D. The Village of Croton-on-Hudson reserves the right to make awards on individual items, but our intent is to work with one vendor.

FAILURE TO EXECUTE CONTRACT

A. If the successful proposer shall fail to execute the contract in accordance with instructions contained in the proposal specifications, he shall be deemed to have refused to enter into contract and to have waived all claim to the work, and he shall pay the Municipality all damages sustained by the Municipality as a consequence of his failure to execute the contract. The Municipality reserves the right then to enter into contract with an alternate proposer.

COMPLIANCE WITH THE LABOR LAW

A. The Contractor shall comply with the applicable provisions of the "Labor Law" as amended, of the State of New York. This Contract shall be void unless applicable sections of said Labor Law are complied with.

B. Each and every provision of law and clause required by law to be part of this Contract shall be deemed to be included herein and this Contract shall be read and enforced as though it were included herein. Specifically, Section 220-e of the Labor Law, as amended, prohibits in contracts, discrimination on account of race, creed, color or national origin in employment.

II. SPECIFICATIONS AND GENERAL CONDITIONS

Products supplied shall be in accordance with the following specifications:

OR "EQUAL" CLAUSE

- A. Whenever an article is identified in the specifications by reference to manufacturers or vendors names, trade names, catalog numbers, etc., it is merely to establish a standard. Materials or articles of other manufacturers or vendors, which will perform equally, will be considered acceptable provided the material or article so proposed is, in the opinion of the Recreation & Parks Department, of equal substance and function. It shall not be provided without the Recreation & Parks Department's written approval.
- B. If product offered differs from the provisions contained in these specifications, such difference must be explained in writing.
- C. All sportswear products provided must be first quality items.

BRANDS OR TRADE NAMES

- A. Proposals shall include the trade name, brand name or manufacturer for each item proposed.
- B. All items are to be of a quality equal to or better than the brand names and model numbers listed for each item.
- C. All materials listed for each item should be as specified. No substitutions should be made without pre-authorization from the Recreation Department.
- D. All imprinting should be silk-screened, unless otherwise noted.
- E. The Recreation Department reserves the right to request samples of all articles before awarding the contract.

PRICES

- A. Prices quoted are on a single item unit. Approximate amount of shirts to be ordered will be used to determine overall cost of all items proposal.
- B. Unit prices quoted shall be net exclusive of all taxes; and must include all transportation, delivery, and unloading costs fully prepaid for F.O.B. destination Village of Croton-on-Hudson, inside delivery.

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

D. If any reduction in price is announced during the life of the contract, the Village of Croton-on-Hudson shall receive the benefit of such reduction. In such event the contractor must submit his revised prices in writing within five (5) days of announcement.

E. All prices are to include all imprinting, screening, numbering, and set-up charges for each item as described on the proposal sheets.

F. If there is to be any additional cost for adult XXL sizes, it must be clearly noted with the adult "Price per shirt" cost.

ESTIMATED QUANTITIES

A. Quantities shall be ordered as per department's requisitions for each item.

B. The estimated quantity of any item contained in the proposal on which the proposer submits a unit price is subject to increase or decrease upon conditions encountered during the contract period, and such change shall not give the contractor any right to change the unit prices proposal or claim loss of anticipated profits.

ASSIGNMENT

A. The successful vendor to whom any contract shall be let, granted or awarded shall not assign, transfer, convey, sublet or otherwise dispose of the contract or of his rights, title or interest therein or his power to execute such contract, to any person or corporation without the prior consent in writing of the Recreation and Parks Department.

DELIVERY

A. Delivery to be made within fifteen (15) working days after receipt of purchase order. If proposer cannot comply, please indicate on proposal form.

B. All deliveries are to be made on business weekdays between the hours of 9:00 AM and 3:00 PM except as may otherwise be arranged by supplier and purchaser at Village of Croton-on-Hudson Recreation Department, One Van Wyck Street 2nd Floor, Croton-on-Hudson, N.Y. 10520.

C. The successful proposer will replace any and all articles received damaged, without charge to the Village of Croton-on-Hudson and without regard to the actions of any shipper or carrier.

RESPONSIBIIITY OF THE CONTRACTOR

A. The Contractor guarantees that neither acceptance, nor payment, shall relieve the successful contractor of responsibility for faulty or defective materials or workmanship.

RIGHT TO REJECT

A. The Village of Croton-on-Hudson reserves the right to accept or reject any or all proposals in whole or in part, as the Superintendent of Recreation may determine to be in the best interests of the Village of Croton-on-Hudson. All proposals shall remain open for acceptance or rejection by the Village of Croton-on-Hudson for a thirty (30) day period after the opening date.

CONTRACT PERIOD

A. The term of this contract is from date of award through March 31, 2024, with an option to renew on a yearly basis for two additional years (at the original contract price) at the sole discretion of the Village of Croton-on-Hudson if the Contractor concurs.

SILENCE OR OMISSION

A. The apparent silence of these specifications as to any details or the omission from it of a detailed description concerning any point shall be interpreted as meaning that only the best commercial practices are to prevail, and that only materials and workmanship of first quality are to be used.

SUBMISSION OF PROPOSAL

A. All proposals shall be returned to the Office of the Village Manager, Room 24, Municipal Building, 1 Van Wyck Street, Croton-on-Hudson, NY 10520 by Thursday, March 19, 2026, at 10:00 a.m. sealed and clearly marked "RECREATION DEPARTMENT SPORTSWEAR".

VILLAGE OF CROTON-ON-HUDSON
Recreation and Parks Department
One Van Wyck Street, Croton-on-Hudson, N.Y. 10520
(914) 271-3006

PROPOSAL #01-2026
Screened Sportswear

DEADLINE: 10:00 a.m. on Thursday, March 19, 2026

Furnishing sportswear for various Recreation Department programs

COMPANY NAME: _____

Contact Person: _____

Address: _____

Phone #: _____ Email _____

Comments: _____

1. Day Camp Staff T-shirts

Color and type: Gray
50% Cotton/50% Polyester, Jerzees 29M

Printing:
Color: Dark Green
Front: Left Breast – “Croton-on-Hudson Recreation Dept. Staff”
Back - “STAFF” (large letters spread across back)

Quantity: 4 dozen

Adult Sizes
Brand Name: _____ Price per shirt: _____
Needed by EARLY JUNE

2. Tiny Tots Staff T-shirts

Color and Type: Gray
50% Cotton/50% Polyester, Jerzees 29M

Printing:
Color: Dark Green
Front: Left Breast – “Croton-on-Hudson Recreation Dept. Staff”
Back: “STAFF” (large letters spread across back)

Quantity: 1 dozen

Adult Sizes
Brand Name: _____ Price per shirt: _____
Needed by EARLY JUNE

3. Day Camp Staff Tank Tops –

Color and type: Gray
100% Cotton preshrunk, Men Anvil 215 & Women Anvil 815

Printing:
Color: Dark Green
Front: Left Breast – “Croton-on-Hudson Recreation Dept. Staff”
Back: “STAFF” (large letters spread across back)

Quantity: 1 dozen men’s and 1 dozen women’s

Men’s Adult Sizes
Brand Name: _____ Price per shirt: _____
Needed by EARLY JUNE

Women’s Adult Sizes
Brand Name: _____ Price per shirt: _____
Needed by EARLY JUNE

4. Tiny Tots Staff Tank Tops

Color and type: Gray
100% Cotton preshrunk, Men Anvil 215 & Women Anvil 815

Printing:
Color: Dark Green
Front: Left Breast – “Croton-on-Hudson Recreation Dept. Staff”
Back: “STAFF” (large letters spread across back)

Quantity: 1 dozen men’s and 1 dozen women’s

Men’s Adult Sizes
Brand Name: _____

Price per shirt: _____
Needed by EARLY JUNE

Women’s Adult Sizes
Brand Name: _____

Price per shirt: _____
Needed by EARLY JUNE

5. Day Camp Staff Golf Shirts

Color and type: Gray
50% Cotton/50% Polyester, Jerzees 437

Printing:
Color: Dark Green
Front: Left Breast – “Croton-on-Hudson Recreation Dept. Staff”
Back: nothing

Quantity: 1 dozen

Adult Sizes
Brand Name: _____

Price per shirt: _____
Needed by EARLY JUNE

6. Tiny Tots Staff Golf Shirts

Color and type: Gray
50% Cotton/50% Polyester, Jerzees 437

Printing:
Color: Dark Green
Front: Left Breast – “Croton-on-Hudson Recreation Dept. Staff”
Back: nothing

Quantity: 6

Adult Sizes
Brand Name: _____

Price per shirt: _____
Needed by EARLY JUNE

7. Park Staff Golf Shirts

Color and type: Gray
Port Authority K500 & K500P

Printing:
Color: Dark Green
Front: Left Breast – “Croton-on-Hudson Recreation Dept. Staff”
Back: nothing

Quantity: 1 dozen

Adult Sizes
Brand Name: _____

Price per shirt: _____
Needed by LATE MAY

8. Park Staff & Basketball Tank Tops

Color and type: Gray
100% Cotton Preshrunk, Jerseys 49M

Printing:

Color: Dark Green

Front: Left Breast - "Croton-on-Hudson Recreation Dept."

Back: "STAFF" (large letters spread across back)

Quantity: 2 dozen

Adult Sizes

Brand Name: _____

Price per shirt: _____

Needed by LATE MAY

9. Park Staff T-shirts

Color and type: Gray
50% Cotton/50% Polyester, Jerseys 29M

Printing:

Color: Dark Green

Front: Left Breast - "Croton-on-Hudson Recreation & Parks"

Back: "STAFF" (large letters spread across back)

Quantity: 1 dozen

Adult Sizes

Brand Name: _____

Price per shirt: _____

Needed by LATE MAY

10. Day Camp Camper Shirts

Color and type: Blue
50% Cotton/50% Polyester, Jerzees 29B & 29M

Printing: White
Front - Full Front – “Croton Recreation Day Camp”
Camp Logo - Sun

Quantity: 15 dozen

Back: Nothing

Adult Sizes

Brand Name: _____

Price per shirt: _____

Needed by EARLY JUNE

Youth Sizes

Brand Name: _____

Price per shirt: _____

Needed by EARLY JUNE

11. Tiny Tots Camper Shirts

Color and type: White
50% Cotton/50% Polyester, Jerzees 29 B

Printing:
Color: Blue
Front: Full Front – “Croton Recreation Tiny Tots”
Camp Logo – Bumble Bee

Back: nothing

Quantity: 3 dozen

Youth Sizes

Brand Name: _____

Price per shirt: _____

Needed by EARLY JUNE

12. Lifeguard Tank tops

Color and type: White
100% Cotton preshrunk, Fruit of the Loom 2930

Printing:
Color: Red
Front: Left breast Front -**Croton Recreation Staff**
Back: Full Back – **Lifeguard Logo with Cross**

Quantity: 2 dozen

Adult Sizes
Brand Name: _____

Price per shirt: _____
Needed by LATE MAY

13. Department of Public Works

Color and type: Safety Yellow
50% Cotton / 50% Polyester, Jerzees 29m

Printing:
Color: Black
Front: Left Breast – “Croton-on-Hudson – DPW”
Back: nothing

Quantity: 60

3XL - 4
2XL – 12
XL – 12
L – 24
M – 8
S - 0

Brand Name: _____

Price per shirt: _____
Needed by LATE MAY

14. Department of Public Works

Color and type: Safety Green
50% Cotton / 50% Polyester, Jerzees 29m

Printing:

Color: Black

Front: Left Breast – “Croton-on-Hudson Water Dept.”

Back: nothing

Quantity: 12

3XL - 6

2XL – 6

Brand Name: _____

Price per shirt: _____

Needed by LATE MAY

**Please return to address below along with the
non-collusive proposal certification by:**

Time: 10:00 a.m. on Thursday, March 19, 2026

Mail to: Office of the Village Manager
Municipal Building, Room 24
One Van Wyck Street
Croton-on-Hudson, NY 10520

Label envelope: "RECREATION DEPARTMENT SPORTSWEAR"

NON-COLLUSION CLAUSE

Made pursuant to Section 103-d of the General Municipal Law of the State of New York as amended by the Laws of 1966.

"(a) By submission of this proposal, each proposer and each person signing on behalf of any proposer certifies, and in the case of a joint proposal each party thereto certifies as to its own organization under penalty of perjury, that to the best of his knowledge and belief:

"(1) The prices in this proposal have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other proposer or with any competitor;

"(2) Unless otherwise required by law, the prices which have been quoted in this proposal have not been knowingly disclosed by the proposer and will not knowingly be disclosed by the proposer prior to the opening, directly or indirectly, to any other proposer or to any competitor; and

"(3) No attempt has been made nor will be made by the proposer to induce any other person, partnership or corporation to submit or not to submit a proposal for the purpose of restricting competition.

"(b) A proposal shall not be considered for award nor shall any award be made where (a), (1), (2) and (3) above have not been complied with; provided however that if in any case the proposer cannot make the foregoing certification, the proposer shall so state and shall furnish with the proposal a signed statement which sets forth in detail the reasons therefore. Where (a), (1), (2 and (3) above have not been complied with, the proposal shall not be considered for award nor shall any award be made unless the head of the purchasing unit of the political subdivision, public department, agency or official thereof to which the proposal is made, or his designee, determines that such disclosure was not made for the purpose of restricting competition."

Dated _____, 20__

(Seal of Corporation)

Legal Name of Person, Firm, Corporation

Business Address

Signature

Title

CERTIFICATE of EXPERIENCE / PROPOSERS QUALIFICATIONS:

A. The Screened Sportswear product shall be provided by persons regularly engaged in this type of work and who have an established reputation. The Village of Croton-on-Hudson reserves the right to reject any proposal if the evidence submitted by or investigation of such proposer fails to satisfy the Village that such proposer is properly qualified to carry out obligations of the contract and to complete the work or has previously failed to properly perform any contract.

B. The contractor shall furnish, to the satisfaction of the Village, proof of previous experience in the Screened Sportswear field by providing a list of three (3) agencies that you have provided similar service for. This information must be completely filled out.

Company Name: _____

Address: _____

Contact Person: _____

Telephone Number: _____

Company Name: _____

Address: _____

Contact Person: _____

Telephone Number: _____

Company Name: _____

Address: _____

Contact Person: _____

Telephone Number: _____

Village of Croton-on-Hudson
1 Van Wyck Street
Croton-on-Hudson, NY 10520

CONTRACT

THIS AGREEMENT, made this ____ day of _____ 20 ____ , by and between the VILLAGE OF CROTON-ON-HUDSON, a municipal corporation of the State of New York, located in the County of Westchester, party of the first part (hereinafter called the Village), and _____ party of the second part (hereinafter called the Contractor).

WITNESSETH - That for and in consideration of the premises and agreements herein contained, and the payments herein provided to be made the parties hereto agree as follows:

FIRST - The Contractor covenants and agrees at his own proper cost, charge and expense to furnish all machinery, appliances, tools, labor and materials necessary or proper to do all the work necessary to construct all the works, and services appurtenant thereto, as set forth in the Contractor's proposal, dated _____ for: _____ and described in the plans and specifications made and prepared by the Recreation & Parks Department of the Village of Croton-on-Hudson, in the County of Westchester, and in the Contract Documents forming a part of this Contract; in a first class workmanlike manner, and in strict accordance with the plans, drawings and specifications therefore, advertisement, and the Contractor's proposal; all of which plans, drawings, specifications, advertisements, proposal and other Contract Documents are made a part hereto to the same extent as though the same were herein expressly written; and under the supervision of the Croton Recreation & Parks Department of the Village of Croton-on-Hudson, a copy of which plans specifications the Contract acknowledges receipt of prior to execution of this Contract.

SECOND - In consideration of the Contractor faithfully complying with all the terms and stipulations of this Contract as set forth herein, or in the plans and specifications therefore, advertisement, proposal, and other Contract Documents, the Village of Croton-on-Hudson covenants and agrees to pay the said Contractor at the time and times, and in the manner more particularly set forth in the General Terms and Conditions, and in the Proposal, which are made a part of this Contract.

THIRD - (A) In hiring of employees for the performance of work under this Contract or any sub-contract hereunder, no contractor, nor any person acting on behalf of such contractor or subcontractor shall by reason of race, creed, color or national origin discriminate against any citizen of the State of New York who is qualified and available to perform the work to which the employment relates;

(B) this Contract may be canceled or terminated by the Village, and all Monies due or to become due hereunder may be forfeited, for a second or any subsequent violation of the terms or conditions of this section of the Contract;

(C) any laborer or mechanic employed to perform work on the project under this Contract, shall be paid not less than the minimum rates of wages specified under prevailing Wage Rates for Westchester County published by the State of New York Department of Labor, bureau of Public Works.

FOURTH - Upon the refusal of the Contractor to: (a) testify when called before a Grand Jury concerning any transaction or contract had with the State of New York, any political subdivision thereof, public authority, public department, agency or official of the State, or of any political subdivision thereof; (b) to sign a waiver of immunity against subsequent criminal prosecution; or (c) to answer any relevant questions concerning any such transactions or contracts, the Contractor shall, for a period of five (5) years after such refusal, be disqualified for thereafter selling to, submitting proposals to receiving awards from, or entering into contracts for goods, work or services with the Village, or any public department, agency or official thereof, and further, any contracts made by the Contractor with the Village or any public department, agency or official thereof since July 1, 1959, may be canceled by the Village without penalty or damages on account of such cancellation, except that all monies owing on account of goods delivered or work done prior to such cancellation shall be paid.

IN WITNESS WHEREOF, the Mayor and Board of Trustees of the Village of Croton-on-Hudson, the governing body of the said Village, have by resolution authorized the corporate seal of the Village to be hereunto affixed, and this contract to be signed by the Village Manager and the same attested by the Village Clerk, and the Contractor _____ on the day and year first written.

VILLAGE OF CROTON-ON-HUDSON

Attest:

BY

Pauline DiSanto, Village Clerk

Village Manager, Bryan T. Healy

Attest:

BY

Contractor,