

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



Opening: October 30, 2026 at 2:00 PM

RFP#10-30-2026

Uniform Apparel (DES)

Technical Specifications Option I

Technical Specifications Option II

Uniform Options

Proposal / Contact Information

Proposal Due Date

OWN 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: RFP#10-30-2026
BID OPENING DATE: October 30, 2026	TIME: 2:00 PM

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 plus DES employees that would be participating in this program in 2026-2027. They are broken down as follows.

Highway Department (30)

Sanitation (47)

Water (10)

Parks (9)

Engineering (7)

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.

Department of Environmental Services

2026 Uniform Bid – Option II

Description – Rental / Wash / Replenish

1. Vendor must be able to supply items on the list with required colors and sizes (substitutions must be approved by the Town). They must include samples of products and sizing at that time.
2. All will require High Vis shirts and outerwear.
3. All staff will have shirts provided. Not all staff may be required pants.
4. All staff are allowed two sweatshirts and an additional outerwear.
5. All products must be new. All uniforms must be assigned to each staff person. Same uniform week after week.
6. All shirts and outerwear will require DES Logo.
7. 2 in 1 High Vis Jackets – can be purchased by Town and Laundered by vendor.
8. Vendor must deliver, pick up, wash and drop off rental uniforms weekly to Town facilities located at 167 Roa Hook Road and 140 8th Street, Verplanck They must include samples of products and sizing at that time.
9. Provide 11 uniforms for 5 days; and or 22 uniforms for 10 days.
10. Implementation shall begin within 30 days of contract.

- Which option will your company use: _____

. UNIFORM OPTIONS: SPECIFY IN PROPOSAL

Shirts	Pants	Sweatshirts	Outwear
Cornerstone	Dickies	Crew	Rain
Gildan	Red Cap	Hoodie	2 in one
Port Jerzees	Cargo	Zip up	other
Short	Carpentry		
Long			

Proposal:

Provide proposal with your format. Sample Order sheet(s) are acceptable.

ADDITIONAL: This is a best value proposal / Bid. Committee is Pre-chosen and will decide which vendor meets best interest of Town. Multiple awards of Option 1 and or 2 may be provided.

**Formal Proposal – Sealed
returned to:**

**Jennifer Glasheen
Purchasing Director
Town of Cortlandt
1 Heady Street
Cortlandt Manor NY 10567
(914)734-1046 – 8AM – 4PM M-F
jglasheen@townofcortlandtny.gov**

BID /Proposal Date is FRIDAY – 2:00PM October 30, 2026.

Company Name: _____

Address _____

Phone _____ **Fax** _____

E-Mail _____