

**ULSTER TOWN CLERK'S OFFICE**  
JASON COSENZA, RMC

Tax Collection  
1 Town Hall Drive  
Lake Katrine, NY 12449

Office Phone  
(845) 382-2455 \* FAX 382-1050



[www.townofulster.org](http://www.townofulster.org)  
[ulstertownclerk@yahoo.com](mailto:ulstertownclerk@yahoo.com)

December 2, 2009

Dear Sir:

PLEASE TAKE NOTICE THAT the Town of Ulster is soliciting bids for the rental service of uniforms and related items for thirty-seven (37) employees at five (5) separate locations within the town for a period of three years. Bids must be received no later than 3:29 PM on Tuesday, December 15, 2009, at the Town Clerk's Office. Bids will be opened promptly at 3:30 PM. Enclosed is a bid package for your examination. The Town Board reserves the right to reject any or all bids. Please be sure to fill out the "Non-collusive bidding certificate" which must accompany all bid proposals.

Bids shall be submitted in sealed envelopes addressed to:  
Ulster Town Clerk  
1 Town Hall Drive  
Lake Katrine, New York 12449

On the face of said envelope the following information must be included:

1. Name and Address of the Bidder
2. Clearly Marked "Ulster Uniform Bid"

If you have any questions, please do not hesitate to contact my office.

Cordially,

A handwritten signature in cursive script that reads "Jason Cosenza".

Jason Cosenza, RMC FHCO  
Ulster Town Clerk

# ULSTER TOWN UNIFORM BID FORM

## General Conditions

### Uniforms

The uniforms shall meet these requirements:

#### Shirts:

Fabric - 65% polyester/35% cotton poplin or 100% cotton durable press with soil release.

#### Pants

Fabric - 65% polyester/35% cotton twill or 100% cotton durable press with soil release.

#### Jackets:

Fabric – permanently lined twill jacket, 65% polyester/35% combed cotton.  
Enhanced Visibility - Lime Green – ANSI Level 3

#### Coveralls:

Fabric - 100% DP cotton.

### Emblems

Town emblems must be placed on the garments at no additional cost. Emblems may be embroidered or unembroidered/screened. Town and name emblems must be part of uniform rental service at no extra charge during any period in the rental program.

\_\_\_\_\_ Initial

### Delivery

The uniform service can start on \_\_\_\_\_. Uniforms are to be completely serviced by the supplier. This service shall include pickup and delivery once each week at the five (5) designated locations. Cleaning, immediate repairs must be done by the next delivery and immediate replacement is required at no additional cost. Uniform service shall be excluded from any additional delivery charges with the exception of an environmental service charge and the quoted price for uniform rental.

#### Delivery Locations

Highway Department  
587 East Chester Street  
Kingston, NY 12401

19 Employees

Additional items to be delivered to Highway Department:



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Repairs and replacements No Charge

Size exchanges and alterations No Charge

Preparation or Setup No Charge

There shall be no additional cost to weekly invoice other than the total individual rental and environmental service charge.

\_\_\_\_\_ Initial

## Miscellaneous

In the event of new employee hires and uniform needs after the commencement of this contract, the employer will be furnished uniforms (add men) at no additional makeup cost and will go on invoice at the original bid quote. Quoted prices are fixed and guaranteed for length of contract with no annual price index increase.

\_\_\_\_\_ Initial

### I. Dungarees (Blue Jeans)

7 Pants

Combination of:

7 Short/Long Sleeves 3 changes \$ \_\_\_\_\_ per week

11 Pants

Combination of:

11 Short/Long Sleeves 5 changes \$ \_\_\_\_\_ per week

### II. 65/35 poly/Cotton

7 Pants

Combination of:

7 Short/Long Sleeves 3 changes \$ \_\_\_\_\_ per week

11 Pants

Combination of:

11 Short/Long Sleeves 5 changes \$ \_\_\_\_\_ per week

### III. 100% Cotton

7 Pants

Combination of:

7 Short/Long Sleeves 3 changes \$ \_\_\_\_\_ per week

11 Pants

Combination of:

11 Short/Long Sleeves 5 changes \$ \_\_\_\_\_ per week

## ULSTER TOWN UNIFORM BID FORM

Employees will be allowed to pick three or five changes from one group of the above.

### IV. Outer Wear

2 Coveralls	1 change \$ _____ per week
2 Jackets (Enhanced Visibility)	1 change \$ _____ per week

All employees will be furnished group IV.

### Item to be Laundered

The Town has purchased winter coveralls for its employees that require infrequent cleaning.

Winter Coveralls \$ \_\_\_\_\_ per laundry

**Environmental Service Charge** \$ \_\_\_\_\_ per week

### Additional Items to be Delivered

Floor Mats	3x5	\$ _____ per week
Floor Mats	3x10	\$ _____ per week
10 Bath Towels - Extra Large (size 22x44)		\$ _____ per week
Rags (18x18)		\$ _____ per week

### Purchase/Replacement Costs:

Scrapper Floor Mats	3x5	\$ _____ per item
Bath Towels	(22x44)	\$ _____ per item
Floor Mats	3x5	\$ _____ per item
Floor Mats	3x10	\$ _____ per item
Rags	(18x18)	\$ _____ per item

### Terms of Service

No contractor to whom this contract is let, granted or awarded, shall assign, transfer, convey, sublet, or otherwise dispose of same, or of his right, title, and interest herein, including the performance of this contract or the right to receive monies due or to become due, or of his power to execute this without the prior written consent of the Ulster Town Supervisor. In the event that the contractor shall without prior written consent assign, transfer, convey, sublet or otherwise dispose of this contract of his right, title and interest therein, including the performance of this contract, or the right to receive monies due or to become due, or his power to execute such contract to any other person or corporations, or upon receipt by the Town of Ulster shall be relieved and discharged, from any and all liability and obligation growing out of such contract to such contractor, and the person or corporation to which such contract shall have been assigned, his assignees, transferees or sublessee shall forfeit and lose monies theretofore earned with this contract, except so much as may be required to pay his employees.

## ULSTER TOWN UNIFORM BID FORM

In the event an item is overcharged, the vendor shall credit the Town of Ulster. Additional items quantities subject to change.

Contract shall expire on December 31, 2012. If agreeable by both parties, the town will have the right to renew the contract for an additional year.

Bidder Notes:

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Clothing Manufacturers: \_\_\_\_\_

Date of Initial Delivery : \_\_\_\_\_

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**NON-COLLUSIVE BIDDING CERTIFICATION**

THE BIDDER CERTIFIES THAT: (A) THE BID HAS BEEN ARRIVED AT BY THE BIDDER INDEPENDENTLY AND HAS BEEN SUBMITTED WITHOUT COLLUSION WITH ANY OTHER VENDOR OF MATERIALS, SUPPLIES, OR EQUIPMENT OF THE TYPE DESCRIBED IN THE INVITATION FOR BIDS AND (B) THE CONTENTS OF THE BID HAVE NOT BEEN COMMUNICATED BY THE BIDDER, NOR, TO ITS BEST KNOWLEDGE AND BELIEF, BY ANY OF ITS EMPLOYEES OR AGENTS TO ANY PERSON NOT AN EMPLOYEE OR AGENT OF THE BIDDERS TO ITS SURETY ON ANY BOND FURNISHED HEREWITH PRIOR TO THE OFFICIAL OPENING OF THE BID.

THE SIGNATURE OF THE CONTRACTOR TO THIS BID SHALL BE DEEMED A SPECIFIC SUBSCRITPION TO THE CERTIFICATE REQUIRED PURSUANT TO SECTION 139-d OF THE STATE FINANCE LAW AND THE CONTRACTOR AFFIRMS THAT THE STATEMENTS THEREIN CONTAINED ARE TRUE UNDER THE PENALTIES OF PERJURY.

DATED: \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
BY:

\_\_\_\_\_  
TITLE