

TOWN OF WINDSOR HIGHWAY
P.O. BOX 369
WINDSOR, N.Y. 13865
607-655-1615
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windsorhwy@echoes.net

The Town of Windsor Highway will receive written quotes per the Town's Non-Bid Procurement Plan for uniforms, coveralls and shop towels. Please return to the Highway Garage located at 174 Chapel Street, Windsor, N.Y. 13865 by January 28, 2013.

Uniforms to be provided for 12 employees:

Inventory of 11 uniforms per employee
Choice of uniform shall be jeans or regular work pants and choice of short or long sleeve shirt. Shirts to have safety reflective stripe if possible.

Fabric to be of a cotton blend material.

Coveralls:

Fabric - cotton
Sizes: size 48 Inventory of eight
size 54 Inventory of fifteen
size 56 Inventory of five

Shop Towels: Inventory of 125 towels

List additional costs:

Name emblems
Company emblems
Price increase per year
Weekly minimum charge (%)
Make-up charges
Replacement procedure/cost
Sizing for each employee

The Town pays monthly invoices after regular Board Meetings held on the first Wednesday of each month. Invoices are to be accompanied by a voucher.

Delivery day for uniform service must be Monday-Thursday no later than 2:00pm.

If during the period of contract vendor defaults by failing on at least three separate occasions to perform the services required in a timely fashion and such default continues for a period of more than 24 hours after due notice, the Town may have the right to terminate the agreement 30 days after giving written notice for such termination.

Please note if there is any savings in cost for a one, three or five year contract.

The town Board will review all quotes and make their decision so a new contract will be in place by March 1, 2013.