TOWN OF LEWISTON

PROVISION OF UNIFORMS AND LAUNDERING SERVICES

BID DOCUMENTS

2026

NOTICE TO BIDDERS

PLEASE TAKE NOTICE THAT, sealed proposals for the furnishing, supplying, and laundering of town employee uniforms, floor mats, and related items will be received by the Town of Lewiston Town Clerk at the Town of Lewiston Town Hall, 1375 Ridge Road, Lewiston, New York 14092, until 2:30 p.m., on November 12, 2026, at which time and place bids will be publicly opened and read.

Specifications, proposal forms and other contract documents are available at the Town of Lewiston Town Clerk's Office, 1375 Ridge Road, Lewiston, New York, during regular business hours, 8:30 a.m. to 4:30 p.m., Monday through Friday.

Each proposal must be enclosed in a sealed envelope addressed to the Town of Lewiston Town Clerk, 1375 Ridge Road, Lewiston, New York, and shall be clearly labeled "Uniform Supplier", and must show the name of the bidder on the outside of said envelope.

Dated: October 14, 2026

TAMARA BURNS, TOWN CLERK,
TOWN OF LEWISTON

TOWN OF LEWISTON
PROVISION OF UNIFORMS AND LAUDERING SERVICES
INFORMATION FOR BIDDERS

1. PROPOSALS RECEIVED

The Town of Lewiston (hereinafter called the Town or the Owner) will receive proposals for furnishing, supplying, and laundering of town employee uniforms, floor mats, and related items, as specified, at the time and place and under the conditions stated in the Notice to Bidders. Conditions set forth in the "Information for Bidders", the attached contract and all attachments hereto shall constitute the contract.

2. PROPOSALS

Proposals must be made upon the forms contained herein. The proposals as submitted shall not be separated from the volume containing the other contract documents which are bound with it. The blank spaces in the proposal must be filled in correctly where indicated for each and every item of the contract being bid, and the bidder must state, in numerals, written or printed in ink, the price(s) for which he proposes for each item contemplated. Ditto marks are not considered writing or printing and shall not be used. The bidder shall sign his 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 by a corporation, the proposal must be signed and sealed by an official of the firm, partnership or corporation.* The following original signatures are required to be affixed to the bid documents:

Item	Signature Required
Bid/Proposal	Bidder
Non-collusion bidding certificate	Bidder

*Execution constitutes certification that the individual signing is duly authorized to bind the entity on behalf of which he/she executes the bid.

3. EQUIPMENT AND MATERIAL BROCHURES

Each bid must be accompanied by descriptive literature for the various types of uniforms or materials, if available.

4. IRREGULAR PROPOSALS

Proposals may be rejected if they contain any omissions, alterations of form, additions not called for, conditional or alternate bids, bids containing escalation clauses, other than are provided for in the proposal form, or irregularities of any kind.

5. COMPETENCY OF BIDDERS

Each bidder shall be experienced in the supply and laundering of the uniforms, mats, and related items to be furnished, and shall have sufficient capital to properly execute the work within the time allowed, and to prosecute and complete the work at the rate of time specified.

6. EXECUTION OF CONTRACT

The contract and agreement will be completed and executed by the bidder within ten (10) days of award of the bid by the Town and shall be executed by the Town, and the same shall constitute the contract and no further contract execution will be required.

7. INTERPRETATIONS

If any person contemplating submitting bids for the furnishing and supplying of employee uniforms is in doubt as to the true meaning of any part of this proposed bid and/or contract document, he may submit to the Town a written request for an interpretation thereof. Any interpretation of such documents will be made only by addenda duly issued, and a copy of each addendum will be mailed or delivered to each person receiving a set of documents. The Owner will not be responsible for any other explanations or interpretations of such documents which anyone presumes to make on behalf of the Owner.

8. RIGHT TO REJECT

The Owner reserves the right to accept the low bid conforming to the specifications, and further reserves the right to reject any and all proposals, or to accept any proposal deemed to be for the best interest of the Owner.

9. WITHDRAWAL OF BIDS PRIOR TO BID OPENING

If a bidder wishes to withdraw his bid, he may do so before the time fixed for the opening of bids by communicating his purpose in writing to the Town Clerk. Upon such notice, the bid will be returned to the bidder unopened.

10. WITHDRAWAL OF BIDS AFTER BID OPENING

If the Owner fails to award a contract for this work within forty five (45) days from the actual date of opening of bids, the bidder may nullify or withdraw his bid by communicating his purpose in writing to the Owner. Prior to expiration of the forty five (45) day time period and in absence of written notice of withdrawal thereafter, the bid shall be deemed to be in full force and effect. Written notice of acceptance from the Owner shall be considered an award.

11. TERM OF CONTRACT

The term of the contract awarded to the successful bidder will be three (3) years, beginning on January 1, 2027 through December 31, 2029. At the parties' mutual option, the contract may be extended for three (3) additional one (1) year terms.

12. MATERIAL PERFORMANCE

The bidder will be held responsible for strict conformance to specifications for the quality, performance and test results of each item of material covered by the contract. He/She shall obtain adequate guarantees addressed to the Owner from the various manufacturers that the material furnished shall meet the specifications in every respect.

13. DELIVERY

The bidder is advised that the materials included in this contract shall be delivered as directed to the following locations: 1) Lewiston Town Hall, 1375 Ridge Road, Lewiston, New York 14092; 2) Lewiston Water Pollution Control Center, 501 Pletcher Road, Lewiston, New York 14092; and 3) Town of Lewiston Highway Garage, 1445 Swan Road, Lewiston, New York 14092, or to such other place within the Town as directed.

14. NON-COLLUSIVE BIDDING CERTIFICATION

Each proposal shall contain a properly executed "Non-Collusive Bidding Certification" as required by Section 103-d of the General Municipal Law. The necessary form is provided herein for each proposal.

15. EXEMPTION FROM SALES AND/OR USE TAXES

The contractor is advised that the Owner, a public benefit corporation created by the State of New York, is exempt from payment of all state and local sales and compensating use taxes of the State of New York and cities and counties on the purchase of all equipment pursuant to the provisions of the contract. Such taxes are not to be included in the contract price, bid or costs to be reimbursed as the case may be. This exemption does not, however, apply to tools, machinery, equipment or other property purchased by or leased to the Contractor or a subcontractor or to supplies, machinery equipment and materials which, even though they are consumed in the performance of the contract, are not incorporated into the completed permanent work. The Contractor and his subcontractors shall be responsible for and pay any and all applicable taxes, including sales and compensating use taxes, on such tools, machinery, equipment of other property and upon all such unincorporated supplies and materials.

The Owner will supply the necessary exemption or other certificates.

16. INSURANCE:

INSURANCE REQUIRED

1. Before commencing work, the Contractor and any subcontractor shall furnish evidence such as a Certificate of Insurance, acceptable to the Owner, that he has procured and will maintain until final acceptance of the work or until released in writing at the time of "Notice of Substantial Completion" insurance in the kinds and amounts hereinafter specified.

2. Certificates shall also name Town of Lewiston, New York, its agents, officers, and employees as additional insured.

A. Workers' Compensation and Employers Liability

1. Statutory Coverage required by the State of New York or Proof of Exemption

Must Submit One of the Following: C-105.2, SI-12, WC/DB-100 Affidavit, or WC/DB-101 Affidavit

B. Disability Benefits

1. Statutory Coverage required by the State of New York or Proof of Exemption *Must Submit One of the Following:*

DB-120.1, DB-820/829, DB-155, WC/DB-100 Affidavit, or WC/DB-101 Affidavit

C. Auto Liability and Auto No-Fault - on all owned, non-owned and hired licensed vehicles.

1. $1,000,000 Combined Single Limit

D. Commercial General Liability

1. Coverage to be included on certificate:

a.) $1,000,000 Each Occurrence

b.) $1,000,000 Personal and Advertising Injury

c.) $2,000,000 Products - Completed Operations Aggregate

d.) $2,000,000 General Aggregate

E. Excess/Umbrella Liability - Certificate Required

Monetary Limit $5,000,000 Each Occurrence
$5,000,000 General Aggregate

SIGNATURE – CANCELLATION – ADDITIONAL INSURED STATUS

A. Each policy or certificate of insurance hereinbefore required, and each endorsement thereto, must be signed by a licensed resident agent. Autograph signatures are required; facsimile or stamped signatures are not acceptable. Insurance agent shall provide telephone number on each policy or certificate if insurance submitted.

B. Each policy or certificate of insurance hereinbefore required shall contain the following endorsement: Should this policy be cancelled before the expiration of the date thereof, notice will be delivered in accordance with policy provisions.

C. At the expiration date of the policy as shown on the Certificate(s) of Insurance, or at any other time requested by the Owner, new proof of insurance must be provided to the Owner.

D. For each insurance for Liability Coverage, the Owner, their agents, officers, and employees must be additional insured and the Certificate(s) of Insurance shall so indicate.

E. Commercial General Liability Insurance shall be Primary and Non-Contributory Insurance, and this Certificate of Insurance shall so indicate. Other Insurance available to the Owner in respect to work performed pursuant to this contract shall not be, in any instance, considered as Primary Insurance, Co-Insurance or Contributory Insurance.

17. INDEMNITY

The Contractor agrees to defend and indemnify the Town of Lewiston, its officials, agents, and employees and shall hold them harmless from any and all risks of every kinds, nature and description including reasonable attorney’s fees, arising out of

the work and/or service performed by the Contractor or its sub-contractor should the Contractor be awarded a contract pursuant to these bid documents.

TOWN OF LEWISTON

By: Tamara Burns, Town Clerk

MINIMUM SPECIFICATIONS REQUIRED BY
TOWN OF LEWISTON

THE FOLLOWING SHALL BE BID AS AN ENTIRE PACKAGE FOR THE FURNISHING AND SUPPLYING OF TOWN EMPLOYEE UNIFORMS AND OTHER SPECIFIED ITEMS TO BE DELIVERED TO THE TOWN AND READY FOR IMMEDIATE USE, AND SHALL MEET THE FOLLOWING SPECIFICATIONS:

The Town of Lewiston, NY shall enter into a three-year contract contingent upon funding from the Town Board. The Contract period shall commence on January 1, 2027 and end on December 31, 2029.

Provision of Items – Contractor shall furnish shirts, pants, coveralls, shop towels, continuous towels, rubber backed rugs, scraper mats, and associated items as requested. Contractor shall replace garments if worn, badly stained or excessively repaired as determined by the Town at Contactor's expense. Patches indicating Town of Lewiston, Department, and Employee Name for each shirt issued by Contractor shall be sewn on the garment by the Contractor. Patches shall also be sewn on other garments as the Town directs. Upon the hiring of a new Town employee, the Contractor shall furnish new employee garments within one (1) week. The list of employee names and uniform sizes, by Department, will be supplied to successful bidder.

Laundering – Contractor shall clean garments in accordance with modern standard practices. Any garment deemed to be unsatisfactorily cleaned, will be recleaned at no additional charge to the Town. Garments to be cleaned shall be picked up and returned weekly. Each person's cleaned garment shall be identified to facilitate issuing of uniforms. Contractor shall provide a suitable rack for laundry bags at each pick up/drop off location, as well as suitable laundry bags in sufficient amounts.

Delivery – All items to be delivered to and items to be laundered picked up from the following locations, as requested by the Town:

- Highway Garage – 1445 Swann Road, Lewiston, New York 14092;
- Water Pollution Control Department – 501 Pletcher Road, Youngstown, New York 14174;
- Water/Outside Sewage Department – 1445 Swann Road, Lewiston, New York 14092; and
- Town Hall – 1375 Ridge Road, Lewiston, New York 14092.

Quantity/Billing – All quantities provided in the bid documents are estimated. Successful bidder will provide only such items

requested by the Town each week at the per item price quoted in bid. Itemized bills shall be provided to the Town. Actual payment to successful bidder will be based on actual items provided.

Item Specifications: All items are to be sized to individual employees. Colors, name tag placement, etc. are to be determined by the Department head.

Shirts: 100% cotton or 65% polyester/35% cotton at Town's option.

Pants: 100% pre-washed cotton jean style pants.

Coveralls: 100% cotton, flame retardant.

Shop Towels: 100% cotton.

Continuous Towels: 100% cotton, 45 yards, cabinets to be provided as needed.

Rubber backed mats: 3'x5'; 4'x6'; 3'x10'.

Scraper mats

Ex-cell coats

Jackets

SECTION I – UNIFORMS AND LAUNDERING FOR THE WATER POLLUTION CONTROL CENTER – 501 Pletcher Road, Lewiston, NY 14092

Contractor shall provide for five (5) uniform changes per week for the Water Pollution Control Center employees. Laundered uniforms shall be picked up and delivered to 501 Pletcher Road, Lewiston, New York 14094. The following garments and materials are required for the Water Pollution Control Center:

Estimated weekly requirements:

SHORT-SLEEVE SHIRTS – 66

PANTS – 66

COVERALLS – 6

EX-CELL COATS – 6

CONTINUOUS TOWELS – 5

SHOP TOWELS – 48

RUBBER BACKED FLOOR MATS

Size: 3x5	Quantity: 6
Size: 4x6	Quantity: 2
Size: 3x10	Quantity: 4

SECTION II – UNIFORMS AND LAUNDERING FOR HIGHWAY/DRAINAGE DEPARTMENT EMPLOYEES – 1445 SWANN ROAD, LEWISTON, NY 14092

Contractor shall provide for five (5) uniform changes per week for the Highway/Drainage Department employees. Laundered uniforms shall be picked up and delivered to 1445 Swann Road, Lewiston, New York 14094. The following garments and materials are required for the Highway/Drainage Department employees:

Estimated weekly requirements:

SHORT-SLEEVE SHIRTS – 35

PANTS – 35

COVERALLS – 1

HOODIES - 14

RUBBER BACKED FLOOR MATS

Size: 3x5	Quantity: 1
Size: 3x10	Quantity: 3

SCRAPER MAT – 5

CONTINUOUS TOWELS – 5

SHOP TOWELS – 48

SECTION III – UNIFORMS AND LAUNDERING FOR WATER/OUTSIDE SEWEAGE DEPARTMENT EMPLOYEES – 1445 SWANN ROAD, LEWISTON, NY 14092

Contractor shall provide for five (5) uniform changes per week for the Highway/Drainage Department employees. Laundered uniforms shall be picked up and delivered to 1445 Swann Road, Lewiston, New York 14094. The following garments and materials are required for the Highway/Drainage Department employees:

Estimated weekly requirements:

SHORT-SLEEVE SHIRTS – 10

PANTS – 10

HOODIES - 4

SECTION IV – RENTAL AND LAUNDERING OF FLOOR MATS FOR LEWISTON TOWN HALL – 1375 RIDGE ROAD, LEWISTON, NY 14092

Contractor shall provide the following floor mats to Lewiston Town Hall at 1375 Ridge Road, Lewiston, New York 14092. These floor mats shall be change once per week and replaced with clean floor mats for the duration of the contract. The following floor mats are required:

Estimated weekly requirements:

FLOOR MATS – Black

Size: 3x5 Quantity: 6
Size: 3x10 Quantity: 8

TOWN OF LEWISTON
PROVISION OF UNIFORMS AND LAUNDERING SERVICES
BID PER SPECIFICATIONS

The undersigned hereby submits bid for providing uniform and laundering services, as specified, in accordance with attached specifications for the following amounts.

I understand that the bid will be awarded based on the "total weekly bid amount" below. However, actual payment under the contract will be based on the actual items requested by and delivered to the Town at the "per piece" prices listed below. The total amount paid to the successful bidder in any given week may therefore be more or less than the "total weekly bid amount."

For laundering and delivering the following items to specific locations in the Town:

Per piece bid amounts

Short sleeve shirt	$_____	per piece
Long sleeve shirt	$_____	per piece
Jean style pants	$_____	per piece
Coveralls	$_____	per piece
Ex-cell coats	$_____	per piece
Jackets	$_____	per piece
Shop Towels	$_____	per piece
Rubber backed mats		
-3'x5'	$_____	per piece
-4'x6'	$_____	per piece
-3'x10'	$_____	per piece
Scraper Mats	$_____	per piece

Water Pollution Control Center Weekly Amount

Short Sleeve Shirts	_____ Per piece amount	x 66	=	_____
Pants	_____ Per piece amount	x 66	=	_____
Coveralls	_____ Per piece amount	x 6	=	_____
Ex-cell coats	_____ Per piece amount	x 6	=	_____
Rubber backed floor mats	_____ Per piece amount	x 12	=	_____
3'x5'	_____ Per piece amount	x 6	=	_____
4'x6'	_____ Per piece amount	x 2	=	_____
3'x10'	_____ Per piece amount	x 4	=	_____

Total weekly Water Pollution Control Center $_____

Highway Department Weekly Amount

Short Sleeve Shirts _____ x 35 = _____
Per piece amount

Pants _____ x 35= _____
Per piece amount

Coveralls _____ x 1 = _____
Per piece amount

Hoodies _____ x 14 = _____
Per piece amount

Rubber backed
floor mats

3'x5' _____ x 1 = _____
Per piece amount

3'x10' _____ x 3 = _____
Per piece amount

Scraper mat _____ x 5 = _____
Per piece amount

Continuous Towel _____ x 5 = _____
Per piece amount

Shop Towel _____ x 48 = _____
Per piece amount

Total weekly Highway Department $_____

Water/Outside Sewage Department Weekly Amount

Short Sleeve Shirts _____ x 10 = _____
Per piece amount

Pants _____ x 10 = _____
Per piece amount

Hoodies _____ x 4 = _____
Per piece amount

Total weekly Water/Outside Sewage Department $_____

Town Hall Weekly Amount

Rubber backed
floor mats

3'x5' _____ x 6 = _____
Per piece amount

3'x10' _____ x 8 = _____
Per piece amount

Total weekly Town Hall $_____

Total weekly bid amount: $_____
(add total weekly amounts
for 4 locations)

TOWN OF LEWISTON
PROVISION OF UNIFORMS AND LAUNDERING SERVICES
CONTRACT AND AGREEMENT

THIS AGREEMENT, made this _____ day of _____, 2026, between the Town of Lewiston, hereinafter called the Town, party of the first part, and

_____, hereinafter called the Contractor, party of the second part:

WITNESSETH: That the parties each in consideration of the undertakings, promises and agreements on the part of the other herein contained, hereby agree as follows:

I. The Contractor, at his own sole cost and expense, shall furnish, deliver, and launder the garments and materials included under the specifications. He will complete, finish and deliver the same in every respect to the satisfaction and approval of the Town, in the manner and within the time hereinafter limited, and in strict accordance with the Notice to Bidders, Information for Bidders, Proposal Form and Minimum Specifications of the contract, and specifications, which contract documents are hereby made a part of this contract and agreement as fully as if the same were repeated at length herein.

PAYMENT

II. The Owner, in consideration of the faithful performance by the contractor of all his/her covenants, promises and agreements contained herein, agrees to pay the contractor for the full completion by him/her of the work, merchandise and materials embraced in this contract, in the manner and with the time herein specified and limited, and to the satisfaction and approval of the Town, the price or prices stipulated in the said proposal hereto attached, such payment to be made at the times and in the manner and upon the conditions herein expressly provided. The Owner also agrees to pay in addition such amounts as may be agreed upon for modifications and for extra work in accordance with the Minimum Specifications of the contract, if any.

PARTIAL AND FINAL ESTIMATES

III. Payment will be made within 30 days of submission of a valid voucher, after delivery, installation, and acceptance in accordance with the specifications incorporated herein.

DISPUTES

IV. In the event any dispute should arise between the parties hereto which cannot be resolved by them, arising by reason of the provisions of the contract, or by reason of any circumstance not covered by the contracts, either party hereto may submit the same to the Supreme Court of the State of New York for a determination thereof. Venue shall be Niagara County.

EXECUTION OF CONTRACT

V. IN WITNESS WHEREOF, the said parties hereto have caused this instrument to be signed by their respective duly constituted officers, attested and sealed pursuant to proper resolutions.

TOWN OF LEWISTON

By:_____
Town Supervisor

CONTRACTOR

_____
Printed name of Contractor/Entity

By: _____
Signature

_____
Printed name & title

TOWN OF LEWISTON

NON-COLLUSIVE BIDDING CERTIFICATE
(Required by Article 5A of the General Municipal Law)

By submission of this bid or proposal, the bidder certifies that:

(1) The prices in this bid 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 bidder or with any other bidder or with any competitor;

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

(3) No attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition.

The person signing this bid or proposal certifies that:

(a) He has fully informed himself regarding the accuracy of the statements contained in this certification, and under the penalties being applicable to the bidder, as well as to the person signing in its behalf: and

(b) That attached hereto (if a corporate bidder) is a certified copy of the resolution authorizing the execution of this certificate by the signator of this bid or proposal on behalf of the corporate bidder.

_____
(Name of individual, partnership, or corporation)

By_____
Signature

_____
Printed Name