Washington

BID FORM
RFP 2025
Window Replacement
Proposal Issued March 17, 2025

Contractor Name: Glasscare, Inc

Street Address: 666 Anderson Ave

City: State: Zip Code: Cliffside Park, NJ 07010

Telephone: 201.943.1122 Cell Phone: 917.533.1154 Email: bidding.glasscare@gmail.com

Bid Amount (Lump Sum): One Hundred Ninety-Eight Thousand Five Hundred dollars

($) 198,500 (must be using prevailing wage)

Alternates—Please Describe: N/A
Exceptions—Please Describe: Asbestos abatement excluded

✓ I have read the Request for Proposals dated March 17, 2025

Authorized Signature: _____ Date 11/05/2026

Title Bid Manager

CONTRACTOR'S INSURANCE REQUIREMENTS

Contractor's Risk .....Complete Building Limit=$ 1,000,000.00

General Liability.....Limit= $1,000,000.00/per occurrence

$ 2,000,000.00/aggregate

Automobile Liability.....combined single limit = $ 1,000,000.00

Commercial Umbrella....Limit= $ 1,000,000.00

Worker's Compensation..As mandated by NYS

HOLD HARMLESS

The Contractor shall, to the fullest extent permitted by law, at all times indemnify and save harmless the Town of Washington from and against any and all claims and demands whatsoever, including costs, litigation expenses, counsel fees and liabilities in connection therewith arising out of injury to or death of any person whomsoever or damage to any property of any kind by whomsoever, to the extent caused in whole or in part, directly or indirectly, by the negligent acts or omissions of the Contractor, any person employed by the Contractor, or anyone for whom the Contractor is liable, while engaged in the work hereunder. This clause shall not be construed to limit, or otherwise
impair, other rights or obligations of indemnity which exist in law, or in equity, for the benefit of the Town.

IN WITNESS WHEREOF, the CONTRACTOR has set its hand this 2 day of, Nov, 26.

SIGNATURE Sara Hain

NAME & TITLE Sara Hain, Bid Manager

VENDOR INFORMATION FOR THE TOWN OF WASHINGTON

Please complete the following information for the Town of Washington to track vendor applicant information and for the Town's purchasing process.

Business Name Glasscare, Inc

Address 666 Anderson Ave, Cliffside Park, NJ 07010

Phone 201.943.1122 Contact person David Lowy

Business Type (Sole Proprietorship, Corporation, LLC, etc.) Corporation

Is your business a Disadvantaged Business Enterprise (DBE)? Yes [No]

Is your business a Minority and Women-Owned Business Enterprise (MWBE)? Yes [No]

Is your business a Service Disabled Veteran Owned Business (SDVOB)? Yes [No]

Does your business have a small business status? Yes [No]

Any other business status, please provide information: N/A

Provide the name of the Certifying Entity (ies): N/A

Have you conducted business with the TOWN before? Yes [No]

If the answer to the above question is NO, please provide your Federal ID Number and

attach a copy of your W-9 Form. FEIN # : 22-3708260

How did you discover this Bid opportunity? Bidnet

Completing the above information does not change your chances of being awarded a contract. The information collected will NOT be sold and will not be used to contact you.

Thank you.

Form **W-9**
(Rev. March 2024)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Go to *www.irs.gov/FormW9* for instructions and the latest information.

Give form to the requester. Do not send to the IRS.

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See *Specific Instructions* on page 3.

1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)

Glasscare, Inc

2 Business name/disregarded entity name, if different from above.

3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only **one** of the following seven boxes.

☐ Individual/sole proprietor ☑ C corporation ☐ S corporation ☐ Partnership ☐ Trust/estate

☐ LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) . . . . .

Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner.

☐ Other (see instructions)

3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions . . . . . ☐

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any)

Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any)

(Applies to accounts maintained outside the United States.)

5 Address (number, street, and apt. or suite no.). See instructions.

666 Anderson Ave

Requester's name and address (optional)

6 City, state, and ZIP code

Cliffside Park, NJ 07010

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

			–			–				

or

Employer identification number

2	2	–	3	7	0	8	2	6	0

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here | **Signature of U.S. person** David Levy | **Date** 11/02/2026

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to *www.irs.gov/FormW9*.

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they

WE ARE YOUR DOL

NEW YORK STATE | Department of Labor

DIVISION OF SAFETY AND HEALTH LICENSE AND CERTIFICATE UNIT, STATE OFFICE CAMPUS, BUILDING 12, ALBANY, NY 12226

CERTIFICATE OF CONTRACTOR REGISTRATION

This Certificate Entitles the Holder to Perform and Bid on Public Work and
Covered Private Construction Projects in the State of New York,
Subject to the Prevailing Wage Requirements of
NYS Labor Law Article 8

Glasscare, Inc.
666 Anderson Avenu
Cliffside Park, New Jersey 07010
Phone Number: 2019431122
Registration Number: 26-674B3-CR
Date of Issue: 2026-01-16
Expiration Date: 2028-01-16

(This license is valid only for the contractor named above)

Roberta Reardon
Commissioner
New York State Department of Labor

OWN OF WASHINGTON

TOWN HALL WINDOW REPLACEMENT PROJECT

BID RECEIPT FORM

Project: Town Hall Window Replacement
Location: Town of Washington, 10 Reservoir Drive, Millbrook, NY 12545

BIDDER INFORMATION

Company Name: Glasscare Inc.

Company Address: 6666 Anderson Ave.
Cliffside Park, NJ 07010

Contact Person: David Lowy

Telephone: 201 943 1122

Email Address: _____

BID SUBMISSION INFORMATION

Date Bid Received: 11/06/26

Time Bid Received: 11:15 am

Received By: Kristen Beaumont

Method of Submission:

☐ Hand Delivered
☑ Mailed – UPS
☐ Other: _____

BID DOCUMENTATION

☑ Sealed Bid Received

☑ Bid Proposal Included

☑ Certificate of Insurance (if required)

☐ References (if required)

☐ Other Required Documentation: _____

BID AMOUNT

Total Bid Amount: $ 198,500.00

CLERK'S OFFICE USE ONLY

Date and Time Bid Was Logged: 11/9/26 12:10 pm

Bid Package Condition Upon Receipt:

☑ Sealed and Intact

☐ Damaged

☐ Other: _____

Additional Notes:

_____

_____

Received By: Chrissy Briggs

Signature: Chrissy Briggs

Date: 11/9/26

Note: This form documents receipt of a bid only

Glasscare Inc.
666 Anderson Ave.
Cliffside Park, NJ 07010
Tel: 201-943-1122
Email: bidding.glasscare@gmail.com
Web: www.glasscare.com

GLASSCARE® INC.

TECHNICAL AND PRICE PROPOSAL

RFP – Window Replacement | Proposal for Window Replacement – Town of Washington

Field	Details
Project	Town Hall Window Replacement, 10 Reservoir Drive, Millbrook, NY 12545
Submission Deadline	Monday, November 9, 2026, 12:00 noon (local time)
Submitted To	Town of Washington, Town Clerk's Office, 10 Reservoir Drive, Millbrook, NY 12545 (PO Box 667, Millbrook, NY 12545)
Submitted By	Glasscare, Inc.
Business Address	666 Anderson Ave, Cliffside Park, NJ 07010
Telephone	201.943.1122
Email	bidding.glasscare@gmail.com
Main Point of Contact	David Lowy, Vice President

201.943.1122

bidding.glasscare@gmail.com

Date of Submittal November 5, 2026

Response Index

RFP Requirement	Where Addressed
Cover Page	This page
Resumes, Qualifications and Experience	Section 2
Services Provided (Services Requested #1–8)	Section 3
Window manufacturer and materials (#4, #5)	Section 3.4
Warranty coverage (#6)	Section 3.5
Project schedule	Section 3.7
On-site space and parking (#7)	Section 3.8
Coordination with on-site coordinator (#8)	Sections 3.6 and 3.9
Subcontracts	Section 3.10
Pricing, Not-to-Exceed Price and Estimated Hours	Section 4
Performance Bond and Insurance	Section 5
Certification	Section 6

1. Cover Letter and Executive Overview

Glasscare, Inc. respectfully submits this proposal to the Town of Washington for the turnkey replacement of thirty (30) existing double-hung windows on the first and second floors of Town Hall at 10 Reservoir Drive, Millbrook, New York. We understand the Town is seeking more than a product purchase. It needs a coordinated retrofit project that preserves the building's appearance, delivers properly functioning and energy-efficient windows, keeps Town Hall safe and open for business throughout the work, and leaves the building clean and fully restored.

Our approach consists of field verification of every existing opening, retrofit replacement units with white aluminum-clad exteriors and stained wood interiors matched to the existing finishes, careful removal and disposal of the existing windows, professional installation with full sealing and insulation, operational testing, and complete site restoration. All labor will be paid at New York State prevailing wage rates. Glasscare will coordinate access, staging, deliveries and scheduling with the Town Clerk, the Groundskeeper and the Town's designated on-site project coordinator.

Glasscare acknowledges and will comply with the Town's required completion date of March 31, 2027, the normal work hours of 7:00 a.m. to 5:00 p.m., Monday through Friday; the requirement to obtain written approval before discontinuing work for more than five (5) consecutive calendar days; and the requirement to post a performance bond equal to the full contract amount. Glasscare's proposal will remain valid and may not be withdrawn or modified for sixty (60) days following the bid opening.

Glasscare has read the Request for Proposals in its entirety, including the bid form, insurance requirements and hold harmless provision, and acknowledges receipt of the following addenda: No addenda were issued as of the date of submittal

2. Resumes, Qualifications and Experience

2.1 Company background

Glasscare, Inc. is a New Jersey corporation established on February 9, 2000. With more than 26 years in business, Glasscare specializes in windows, glass and doors and serves public and private customers throughout New York and New Jersey. The company's work regularly includes window replacement in occupied buildings, where protecting finishes, maintaining safe access and keeping the building weathertight each day are essential. Glasscare is experienced with public works requirements, including New York State prevailing wage compliance, certified payroll, and performance bonding.

2.2 Project team

Role	Name, Experience and Qualifications
Principal / Contract Signatory	David Lowy, Vice President. 7 years
Project Manager	Tyler Coviello – 12 Years

Field Superintendent / Foreman	Foreman is decided once we get closer to the job. But the foreman will have a minimum of 15 years experience.
Installation Crew	We can have 1-2 crews of 3-4 techs per crew, as needed all have OSHA, and are all experienced glaziers.

2.3 Similar projects completed within the last five years

The following projects are representative of Glasscare's window replacement experience. Each reference contact may be called by the Town.

Project Reference 1: 1 Park Row

Item	Detail
Location	1 Park Row, New York, NY 10038
Reference contact	Gary Feldman | 212-605-3277 |
Contract amount	$698,212.50
Scope of work	Doors / Glass / Windows

Project Reference 2: 1364 42nd Street

Item	Detail
Location	1364 42nd Street, Brooklyn, NY
Reference contact	David Vogel | 718-530-4130
Contract amount	$235,800.00
Scope of work	Doors / Glass / Windows

Project Reference 3:

Item	Detail
Location	118 S. Grand Avenue, Poughkeepsie, NY
Reference contact	John Weisman | 845-240-0240
Contract amount	$221,060.30
Scope of work	Doors / Glass / Windows

3. Services Provided: Scope and Technical Approach

3.1 Understanding of the project

Glasscare proposes a complete turnkey retrofit replacement of thirty (30) existing double-hung windows on the first and second floors of Town Hall, including all labor at NYS prevailing wage rates, materials, windows, equipment, supervision, removal, disposal and site restoration. The new windows will have white aluminum-clad exteriors and stained wood interiors to match the existing windows, so that the finished work is consistent in appearance and quality with the rest of Town Hall.

3.2 Window schedule

Quantity	Configuration and Glazing
22	Existing double-hung replaced with awning-style units: fixed upper over operable awning on the lower half. Clear insulating glass.
2	Awning-style units as above, with fully frosted (obscure) glass in both the upper and awning portions.
1	Awning-style unit as above, with frosted (obscure) glass in the awning portion only; upper glass clear.
5	Smaller stairwell windows, replaced with double-hung units. Clear insulating glass; safety (tempered) glass where required by code.
30	Total windows removed and replaced (first and second floors).

Exact locations of the frosted units will be confirmed with the Town during field verification and before ordering.

3.3 Recommended retrofit approach

The RFP asks the contractor to recommend the best retrofit solution for the building. Glasscare recommends an insert (pocket) retrofit installation. The existing sashes, parting stops, balances and any sash weights are removed, and a new factory-built window is installed into the existing frame. This approach retains the original interior casings and exterior trim, minimizes disruption to plaster, finishes and masonry, shortens the time each opening is exposed, and allows each opening to be completed and closed the same day.

Before ordering, each existing frame will be inspected for soundness, rot and squareness. Empty sash weight pockets will be insulated, and blind stops will be installed or replaced as needed to provide a solid, square installation surface. If field verification finds frame conditions that would make an insert installation unsuitable at any opening, Glasscare will notify the Town in writing with a recommended solution before proceeding, consistent with the RFP's requirement that out-of-scope work be authorized in writing.

3.4 Materials and manufacturer

Item	Specification

Manufacturer	Windsor
Product series / models	Pinnacle
Exterior	white 2604 powder
Interior	Chestnut stained, stained to match existing interior window finish
Glazing	LoE2 TEMPERED INSULATED GLASS
Safety glazing	Tempered glass at locations required by the NYS Uniform Code, including stairwell locations as applicable
Screens	Included
Installation materials	Corrosion-resistant fasteners, composite shims, low-expansion window-and-door foam insulation, backer rod and exterior-grade sealant color-matched to the white clad finish

3.5 Warranty coverage

Manufacturer warranty: The proposed Windsor Windows & Doors units are covered by Windsor's standard limited warranty, which covers the insulating glass, aluminum-clad exterior finish, wood components, and hardware and operating parts for the periods stated in the manufacturer's warranty document..

Warranty administration: Glasscare will serve as the Town's single point of contact for all warranty matters, including filing and coordinating manufacturer claims on the Town's behalf.

3.6 Detailed work plan

- **Field verification:** Measure every opening, document existing conditions, and confirm unit sizes, configurations and frosted-glass locations with the Town before ordering.
- **Submittals:** Provide the Town with the final window schedule, product data and finish/stain sample for approval before release to manufacturing.
- **Protection:** Protect floors, furnishings and adjacent finishes with drop cloths and coverings; set barricades and signage at work areas and below second-floor exterior work.
- **Removal:** Remove existing sashes, stops, balances and sash weights in a safe and timely manner; remove debris from the building daily.
- **Preparation:** Insulate sash weight pockets; install blind stops as needed; prepare the existing frame to receive the new unit.
- **Installation:** Set each new unit plumb, level and square; shim and fasten per manufacturer instructions; insulate the perimeter with low-expansion foam.
- **Sealing and finishing:** Seal the exterior perimeter with backer rod and sealant; install interior stops and trim, finished to match the existing stained wood.
- **Testing and cleaning:** Check every window for operation, locking, fit, finish and seal integrity; adjust as required; clean glass and frames.

- **Testing and cleaning:** Check every window for operation, locking, fit, finish and seal integrity; adjust as required; clean glass and frames.
- **Restoration and closeout:** Dispose of all construction debris off-site, restore all affected areas, complete a punch-list walk-through with the Town, and deliver warranty and care documentation.

3.7 Schedule and estimated timeline

Glasscare will complete all work no later than March 31, 2027, as required by the RFP. Upon award, Glasscare will promptly field-verify all openings and place the window order so that manufacturing lead time is accounted for well ahead of the completion date. Glasscare will coordinate the project start and end dates and the daily installation sequence with the Town's on-site project coordinator.

Every opening started on a given day will be closed, sealed and weathertight before the crew leaves. Because installation is expected during winter months, Glasscare will monitor weather, use temporary protection as needed, and use sealants rated for the installation temperatures. Work will be sequenced room by room in coordination with the on-site project coordinator to keep offices and public areas usable throughout the project.

3.8 On-site space, parking and staging requirements

Glasscare requests the following on-site space during installation, at locations designated by the Town Clerk or Groundskeeper:

- Parking for Glasscare's work vehicles as close as practical to the building entrance used for the work.
- A staging area for window deliveries and materials, either inside the building or on site, as the Town prefers.
- Space for a debris container, or alternatively, daily removal of debris in Glasscare's vehicles, as the Town prefers.
- If needed for second-floor exterior work, space for a lift or ladder setup at the affected elevations. The final arrangement will be confirmed with the Town after field verification.

Glasscare will not work, store materials or operate equipment outside designated areas without the permission of the Town Clerk or Groundskeeper, and its operations will not obstruct Town operations or emergency vehicle access.

3.9 Coordination, site safety and protection

Glasscare will work with the on-site project coordinator to set the project start and end dates and the daily work sequence, and with local staff for access inside the building when necessary. Work will take place between 7:00 a.m. and 5:00 p.m., Monday through Friday, unless written permission is obtained from the Town Clerk or Groundskeeper.

Glasscare will furnish and maintain all passageways, barricades, guard fences, lights and danger signals required for safe circulation, at no additional cost to the Town. When work is suspended, the site will be left secured and free of hazards. Glasscare will

protect all abutting property, will be responsible for any damage resulting from its operations, and assumes responsibility for loss or damage to the work during the construction period as provided in the RFP.

3.10 Subcontractors

Glasscare will self-perform all work under this contract with its own employees. No subcontractors are proposed.

Glasscare accepts responsibility for all services offered in this proposal and will serve as the Town's sole point of contact for all contractual matters, including payment of all charges resulting from the contract.

4. Pricing and Estimated Hours

Glasscare's not-to-exceed lump-sum price below covers the complete turnkey scope described in Section 3, including all windows and materials, labor, equipment, supervision, removal, disposal, site protection and restoration.

Total Not To Exceed	**198,500**

No work is subcontracted; all labor is performed by Glasscare employees at prevailing wage. This price is firm for sixty (60) days following the bid opening. The signed Town bid form states the official lump-sum amount.

Clarifications and exclusions

- Testing, abatement or removal of asbestos-containing or lead-containing materials is excluded. Glasscare assumes the Town will provide any asbestos survey required under NYS Industrial Code Rule 56 before work begins.
- Replacement of deteriorated framing or structural repairs beyond normal blocking and blind stops is excluded and will be performed only with the Town's prior written authorization.

5. Performance Bond and Insurance

Glasscare acknowledges that the successful bidder must post a performance bond in an amount equal to 100% of the construction contract and will furnish the bond upon award.

Glasscare will provide certificates of insurance meeting the following limits before contract execution:

Coverage	Required Limit
Contractor's risk – complete building	$1,000,000
Commercial general liability	$1,000,000 per occurrence / $2,000,000 aggregate

Automobile liability	$1,000,000 combined single limit
Commercial umbrella	$1,000,000
Workers' compensation	As mandated by New York State

Proof of New York State workers' compensation and disability benefits coverage will be furnished on the forms accepted by New York State public entities. The Town's Contractor's Insurance Requirements and Hold Harmless form is signed and included in Attachment B.

6. Certification of Accuracy

The undersigned certifies that the statements and information contained in this proposal are true and correct to the best of their knowledge. Glasscare understands that the Town may evaluate qualifications, experience, fee structure, materials, schedule and other factors; may interview bidders; and may negotiate with, accept or reject any proposal as provided in the RFP.

Authorized signatory: Sara Hain Title: Bid Manager, Glasscare, Inc.

Signature: _____ Date: 11/05/2026