



# City of Saratoga Springs

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## Policy for the Procurement of Boots - DPW Unit\*

Boots will be purchased from a pre-approved list from a designated vendor. This business location shall provide ease of access to unit members for boot selection and for addressing any warranty issues.

Each year in October the vendor will be reviewed for ease of access and pricing by the DPW union President and the Assistant Purchasing Agent.

Each permanent employee will be issued a purchase order by January 30 for that calendar year to use in the purchase of their boots.

### Stipulations

- Only one purchase of work boots per calendar year.
- Annual individual purchase not exceeding \$200.
- Only permanent employees are eligible for this purchase, upon completion of provisional period.
- Employees will be required to select boots on his or her own time.
- Employees must adhere to the regulatory safety standards of their employment requirements.
- Only boots appropriate for working conditions as per the authorized list at pre-determined vendor.
- No sneakers, slippers, sandals, moccasins, dress shoes, socks, inserts, laces, sprays or treatments beyond what is included with selected appropriate pair.
- No returns.
- No rain checks.

By: \_\_\_\_\_  
Joanne D. Yepsen, Mayor

Date: \_\_\_\_\_

By: \_\_\_\_\_  
Josh Dulmer, CSEA Unit President

Date: \_\_\_\_\_

\*Per Article XXIII, Section 5 of the CSEA-DPW contract signed January 9, 2015.

City Council Approval to sign \_\_\_\_\_