

April 6<sup>th</sup> 2026

Town Board  
Town of Mendon  
16 W. Main St. Honeoye Falls, NY 14469

Members of the Town Board,

While you are reviewing the current procurement policy, I am writing to bring to your attention the pressing need for an increase due to the rising costs of parts, materials, and essential supplies required to properly maintain and repair our fleet and equipment. Additionally, I recommend changing the requirement from obtaining two written quotes to accepting two verbal quotes for parts that are challenging to compare, such as snowplow cutting edges.

These rising costs and procurement challenges have made it increasingly difficult to perform necessary repairs in a timely and efficient manner while remaining within the existing procurement limits. Delays in the procurement process can directly impact the department's ability to respond effectively to road maintenance needs, weather events, and emergencies. Ensuring our equipment is operational and reliable is essential to maintaining public safety and providing consistent service to our community. With this letter you will find two quotes for plow cutting edges, a quote for two steer tires for a 10-wheel dump truck and a quote for four drive tires for a 10-wheel dump truck. These quotes illustrate the financial challenges we are facing.

In light of these considerations, I recommend at least a 20% increase in the procurement policy thresholds and a change from requiring two written quotes to accepting two verbal quotes. Thank you for your time and consideration of this matter, as well as your continued support of the Highway Department.

Sincerely,  
Carter Whitmore  
Head Mechanic  
Highway Department  
Town of Mendon

A handwritten signature in black ink, appearing to read "Carter Whitmore". The signature is written in a cursive, flowing style.