



NOTICE TO BIDDERS

Sealed bids will be received by the Monroe County Controller at the Monroe County Administration Center, One Quaker Plaza, Room 206, Stroudsburg, PA 18360 until 1:30PM on October 27, 2026 to provide the following services:

Correctional Officer & Deputy Sheriff Uniforms

Fuel Oil for Various County's Facilities

Inmate Uniforms & Supplies

Janitorial Supplies

Office Supplies

Propane for Various County's Facilities

Sewage Sludge Hauling Services for the Sewage Treatment Plant

Snow Removal

The bids will be publicly opened on October 27, 2026, at 2:00PM in the Commissioners' Public Meeting Room, Room 203, Monroe County Administrative Center, One Quaker Plaza, Stroudsburg PA. Announcement of bid award date will be made at that meeting.

Detailed specifications may be secured at the Office of the Chief Clerk, Monroe County Commissioners' Office, Administration Center, One Quaker Plaza, Room 201, Stroudsburg, PA 18360 in person or by phoning (570) 517-3102.

Some of the bids will require bid security in an amount not less than 10% of the amount of the bid to be enclosed with the proposal when submitted. Some of the bids will also require the successful bidder to furnish a bond guaranteeing performance of the contract, with sufficient surety in the amount of fifty percent (50%) of the amount of the contract, within 30 days of the award of each bid. Detailed information concerning these requirements is outlined in the individual bid specifications for each bid.

All proposals must be irrevocable for sixty (60) days after the bid opening date.

The Commissioners reserve the right to reject any and all bids, or parts thereof, or to waive any formalities or technicalities in said bids and to award the contract in such a manner as may appear to be in the best interest of the County of Monroe.

MONROE COUNTY BOARD OF COMMISSIONERS

Robert J. Gress, Chief Clerk/Administrator

Publish: 10/05/2026 and 10/11/2026

SPECIFICATIONS

1. Purpose

Sealed bids will be received by the Monroe County Commissioners to haul sludge from the sewage treatment plant located on County property that services the at the former Pleasant Valley Manor (Stroudsburg Post Acute Nursing and Rehabilitation), and the Monroe County Correctional Facility in Snydersville, PA.

2. Bid Submission

Three (3) un-staple copies and a USB/Flash drive of the proposal if available shall be placed in an envelope, sealed, and plainly marked **"SEWAGE SLUDGE HAULING FOR SEWAGE TREATMENT PLANT"** and must be submitted to the Office of the Monroe County Controller by no later than 1:30 PM on October 27, 2026. Bids will be opened publicly that same day in the Monroe County Commissioners' Public Meeting Room, Administrative Center, One Quaker Plaza, Room 203, Stroudsburg, PA beginning at 2:00 PM. The award date for the bid will be announced at the October 27, 2026, bid opening. The County will not assume any responsibility for the cost incurred by the vendor in preparation of the proposal.

3. Qualification of Vendor

The hauler must have the appropriate license to perform this service in Pennsylvania. The hauler must be experienced and well established and must be able to provide references upon request. The hauler shall dispose of the sludge at a site approved by the PADEP. The sludge hauler must provide the plant operator with documentation as to the destination of the sludge which has been removed. This documentation must be written and include; volume of sludge removed, date and time of sludge pick-up, date and time that sludge is unloaded at the disposal site, signature of the plant operator, signature of the hauler, and signature of the disposal facility.

4. Quantities

The County estimates the amount of sludge removed annually from the sewage treatment plant facility will be approximately 600,000 to 700,000 gallons per year. The plant generates approximately 13,000 gallons weekly. The volume of sludge generated will vary depending on plant flow rates and other conditions. The actual volume of sludge hauled may be more or less than 13,000 gallons per week. It shall be understood and agreed that quantities listed in this request for proposal are estimates only and may have to be increased or decreased in accordance with the actual requirements of the sewage treatment plant. It is further understood that payment will be made by the County only for the actual quantity of sludge hauled.

5. Bid Security

Bid security in an amount not less than 10% of the amount of the total bid submitted must be enclosed with the bid in the form of cash, by a certified check, a bank good faith check or other irrevocable letter of credit drawn up a bank authorized to do business in this Commonwealth, or by a bond with corporate surety. A bid lacking the required bonding or security will not be considered. All bonds or security deposits must be original documents and properly executed to be accepted. Bid security will be returned to the unsuccessful bidders after the contract has been officially awarded.

6. Bonding Requirement

All bids shall meet the detailed specifications, and the successful bidder shall furnish a performance bond in the amount of fifty percent of the total contract with corporate surety and a certificate of proper liability insurance coverage within thirty (30) days of the award of the bid. Failure to provide an appropriate performance bond may result in contractor forfeiting bid security.

7. Hauling Terms

Hauling will be provided by the contractor on an “as needed” basis. The hauler must also haul wastewater from the headwork’s pump station “as needed”. This volume is included in the 13,000 gallons per week estimate.

8. Emergency Services

While the County does not anticipate any emergency call for sludge removal, the vendor must quote rates for emergency services. Emergency service is defined as providing service any time of day or night on an “as needed” basis. The successful bidder must be able to respond within four hours of notification of service needed.

9. Contract Award

The contract award will be made to the vendor whose proposal is determined to be totally technically complete and is the lowest responsible bidder to meet the specifications. The date contract is to be awarded will be announced at the bid opening.

10. Contract Term

The contract shall be for two (2) year term beginning on January 1, 2027, and terminating on December 31, 2028. After the proposal is accepted and notification of same is transmitted to the vendor in writing, it shall be understood that a binding agreement exists for the contract period specified. The contractor shall not assign or otherwise transfer any of its responsibilities or obligations under the contract to any other person or entity without prior written consent of the County.

11. County Right

The County of Monroe reserves the right to reject any or all bids, or parts thereof, and to waive any formalities or technicalities in said bids as may be deemed in the best interest of the County.

12. Costs

The price per gallon and total contract amount specified on the Proposal Page of the specification shall be the whole and total sum. All costs shall be included in that sum. No additional costs shall be added without the agreement of the County. The County of Monroe is exempt from State Sales Tax and from Federal Excise Tax. All net prices shown throughout the proposal will reflect this exemption.

13. Indemnify and Hold Harmless

The successful bidder agrees to indemnify and save harmless the County of Monroe, its representatives, employees, and agents from all claims, demands, actions, suits, and liabilities arising from the contractor’s own fault or negligence or through the negligence or fault of the manufacturer of goods supplied by the vendor. This obligation shall extend to and include all litigation costs and reasonable attorney fees incurred by the County in response to such claims, demands, actions, or liabilities, provided it is ultimately determined that such claims result from the contractor’s fault or negligence.

14. Insurance

The successful contractor must provide a certificate of insurance that lists Monroe County as a Certificate Holder and Additional Insured for the terms of this contract that show proof of General Liability and Automobile liability

with limits that are acceptable to the county. The successful contractor must also provide a certificate of insurance that shows proof of Workmen's Compensation coverage.

15. W-9

The contractor that is awarded the contract must provide a W-9 to the Monroe County Controller's Office, Monroe County Administrative Center, One Quaker Plaza, Room 206, Stroudsburg, PA 18360, prior to payment.

PROPOSAL PAGE/SIGNATURE FORM

DATE: _____

SUBMITTED BY: _____

MONROE COUNTY COMMISSIONERS
ADMINISTRATIVE CENTER,
ONE QUAKER PLAZA, Room 201
STROUDSBURG, PA 18360

Dear Commissioners:

After examining the specifications regarding the hauling of sewage sludge for the sewage treatment plant located at the former Pleasant Valley Manor (Stroudsburg Post Acute Nursing and Rehabilitation), located at 4227 Manor Drive, Stroudsburg, PA 18360, this bidder agrees to remove sludge as specified.

In submitting this proposal, it is understood that it is the right of the County of Monroe to reject any and all proposals or parts thereof, or to waive any formalities or technicalities in said proposals. This proposal shall remain firm for at least sixty (60) days from the date of the bid opening.

\$ _____ per/gallon for 2027

x 700,000 estimated gallons

\$ _____ per/gallon for 2028

x 700,000 estimated gallons

\$ _____ TOTAL CONTRACT AMOUNT

Our rate to provide emergency service would be \$ _____

Attached to our bid is the required bid security.

Signed,

Signature

Printed name of above and Title

Company Name

Address

Phone Number