



## 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 21, 2025, to provide the following services, for the 2026 calendar year:

**Bailiff, Correctional Officer & Deputy Sheriff Uniforms**

**Fuel Oil For Various County's Facilities**

**Inmate Uniforms & Supplies**

**Janitorial Supplies**

**Office Supplies and Toner**

**Propane for Various County's Facilities**

**Snow Removal**

The bids will be publicly opened on October 21, 2025, at 2:00 PM 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, Administrative Center, One Quaker Plaza, Room 201, Stroudsburg, PA 18360 in person or by phoning (570) 517-3102, or on the County Website at [www.monroecountypa.gov](http://www.monroecountypa.gov).

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

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Robert J. Gress, Chief Clerk/Administrator

1. Sealed bids will be received by the Monroe County Controller to furnish No. 2 Fuel Oil to be delivered to the following offices in the estimated amounts herein specified:

**FORMER COUNTY JAIL BUILDING AND ANNEX**

Courthouse Square, Corner of 7<sup>th</sup> and Monroe Street, Stroudsburg, PA  
3,500 gallons of No. 2 Fuel Oil (*estimated annual amount*)  
Capacity of Tank - Former County Jail Building – 500 gallons  
Capacity of Tank - Annex – 275 gallons

**MONROE COUNTY CORRECTIONAL FACILITY & MAINTENANCE SHED**

4250 Manor Drive, Snydersville, PA  
49,000 gallons of No. 2 Fuel Oil (*estimated annual amount*)  
Capacity of tank – 2,000 gallons and 500 gallons

**MAGISTERIAL DISTRICT JUSTICE MANCUSO**

1479 Route 209, Brodheadsville, PA  
1,500 gallons of No. 2 Fuel Oil (*estimated annual amount*)  
Capacity of Tank – 1,000 gallons

**COURTHOUSE GENERATOR**

610 Monroe Street, Stroudsburg, PA  
Amount as Needed  
Capacity of tank – 4,161 gallons

**OFFICE OF EMERGENCY MANAGEMENT**

100 Gypsum Rd, Suite 101  
Amount as Needed  
Capacity of tank – 247 gallons

2. **Four (4) un-staple copies and a USB/Flash Drive of the proposal** if available shall be placed in an envelope sealed and plainly marked “**BIDS FOR No. 2 FUEL OIL**” and must be received by the Office of the Controller no later than 1:30PM on October 21, 2025. Bids will be opened publicly that same day in the Commissioners’ Public Meeting Room, Room 203, Monroe County Administrative Center, One Quaker Plaza, Stroudsburg, PA beginning at 2:00 PM.

3. All bids shall meet the detailed specifications. The successful bidder must also provide a certificate of insurance that provides proof of General Liability, Property Damage, Workmen’s Compensation and Auto Insurance that lists Monroe County as a Certificate Holder and Additional Insured.

4. Deliveries shall be arranged by the successful bidder **ON AN AGREED DAY SCHEDULE FOR ALL LOCATIONS,** and each delivery shall be accompanied by a metered delivery ticket.

5. The fuel oil to be supplied shall meet a quality analysis, and it shall be manufactured in a refinery by a qualitative controlled machine process.

6. The contract shall be from January 1, 2026 through December 31, 2026.

7. The bidders shall list the prices of Fuel Oil per gallon for each location according to the alternates listed below using the options proposed: Fixed price per gallon, Fluctuating Price per gallon, and a Fluctuating Price per gallon w/20% cap in amount of fluctuation.

ALTERNATE #1 - Fixed Price per Gallon

**If awarded a bid for a “Fixed Price per Gallon”, the successful bidder shall furnish No. 2 Fuel Oil to the County for the term of the contract at the fixed price per gallon as proposed and accepted by the County.**

ALTERNATE #2 – Fluctuating Price per Gallon

**If awarded a bid for a rate per gallon that fluctuates based on current market prices, the successful bidder shall agree to increase or decrease the price per gallon for the locations awarded by same amount as any increase or decrease in the cost from their supplier. For any increase to the cost per gallon under this proposal, the successful bidder shall automatically provide proof of same to the County before payment of invoices will be processed reflecting any increase to the cost per gallon can be processed. The amount of the mark-up per gallon originally proposed shall remain the same throughout the term of the contract.**

**8.** It shall be understood and agreed that quantities listed in the specifications are estimates only and may have to be increased or decreased in accordance with the actual requirements of the County. It is further understood that payment will be made only for the quantity actually received.

**9.** The successful bidder must be able to provide twenty-four (24) hour emergency delivery service upon request by the County.

**10.** The successful bidder agrees to indemnify and save harmless the County of Monroe, its representative, 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 oil supplied by the contractor. 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 or manufacturer's fault or negligence.

**11.** The successful bidder 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.

**12.** The vendor that is awarded the contract must provide a W-9 to Monroe County, prior to payment.

**13.** After the proposal is accepted and notification of same is transmitted to the successful bidder in writing, it shall be understood that a binding agreement exists for the contract period specified.

**14.** Bid Security and Performance Bond are not required for this bid.

**PROPOSAL PAGE 1**

**SIGNATURE FORM**

DATE: \_\_\_\_\_

SUBMITTED BY: \_\_\_\_\_

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

Commissioners:

After examining the specifications regarding the furnishing of No. 2 Fuel Oil for 2026, this bidder agrees to make deliveries as specified.

In submitting this proposal, it is understood that it is the right of the County 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.

**ALTERNATE #1 – Fixed Price per Gallon**

**1) Former County Jail Building/Former Jail Annex**

Firm Price Per Gallon \$ \_\_\_\_\_

*3,700 estimated gallons*

**2) Monroe County Correctional Facility & Maintenance Shed**

Firm Price Per Gallon \$ \_\_\_\_\_

*49,000 estimated gallons*

**3) Magisterial District Justice Mancuso**

Firm Price Per Gallon \$ \_\_\_\_\_

*1,000 estimated gallons*

**4) Courthouse Generator**

Firm Price Per Gallon \$ \_\_\_\_\_

Amount as needed

**PROPOSAL PAGE 2**

**ALTERNATE #2 – Fluctuating Price per Gallon**

**1) Former County Jail Building/Former Jail Annex**

Fixed Mark-up per Gallon \$ \_\_\_\_\_

*3,700 estimated gallons*

**2) Monroe County Correctional Facility & Maintenance Shed**

Fixed Mark-up per Gallon \$ \_\_\_\_\_

*49,000 estimated gallons*

**3) Magisterial District Justice Mancuso**

Fixed Mark-up per Gallon \$ \_\_\_\_\_

*1,000 estimated gallons*

**4) Courthouse Generator**

Fixed Mark-up Per Gallon \$ \_\_\_\_\_

Amount as needed

***Please indicate if you can provide electronic invoicing \_\_\_\_\_ yes \_\_\_\_\_ no.***

SIGNED,

\_\_\_\_\_  
AUTHORIZED REPRESENTATIVE

\_\_\_\_\_  
PRINTED OR TYPED NAME SHOWN ABOVE

\_\_\_\_\_  
FIRM NAME

\_\_\_\_\_  
TELEPHONE/EMAIL