



NOTICE TO BIDDERS

Sealed bids will be received by the Monroe County Controller at the Monroe County Administrative Center, One Quaker Plaza, Room 206, Stroudsburg, PA 18360 until 1:30 PM on October 21, 2025, for the following services, for the 2026 calendar year:

Bailiff, Correctional Officer & Deputy Sheriff Uniforms
Fuel Oil for Various County Facilities
Inmate Uniforms & Supplies
Janitorial Supplies
Office Supplies & Toner
Propane for Various County 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.

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: 09/05/2025 and 09/12/2025

COUNTY OF MONROE
SPECIFICATIONS FOR PROPANE GAS
FOR THE YEAR 2026

1. Sealed bids will be received by the Monroe County Commissioners to furnish Propane Gas to be delivered to the following offices in the estimated amounts herein specified:

MONROE COUNTY PUBLIC SAFETY CENTER

100 Gypsum Road, Snyder'sville, PA
9,000 gallons of Propane Gas (Estimated Use)
Capacity of tank – Five (5) Tanks 1,000 Gallons Each
Capacity of tank – Five (5) Tanks 250 Gallons Each
NOTE: All tanks are County-owned

MONROE COUNTY CORRECTIONAL FACILITY

4250 Manor Drive, Snyder'sville, PA
4,000 gallons of Propane Gas (Estimated Use)
Capacity of tank – 500 Gallons
NOTE: Tank is County-owned

MONROE COUNTY SEWAGE TREATMENT PLANT

4250 Manor Drive, Snyder'sville, PA
1,000 gallons of Propane Gas (Estimated Use)
Capacity of tank – 250 Gallons
NOTE: Tank is owned by current provider

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 PROPANE GAS FOR VARIOUS COUNTY FACILITIES”** and must be received by the Office of the Controller no later than 1:30 PM on October 21, 2025. Bids will be opened publicly on October 21, 2025, in the Monroe County Commissioners' Public Meeting Room, Administrative Center, One Quaker Plaza, Room 203, Stroudsburg, PA beginning at 2:00PM.

3. The bidder shall supply the name and address of REFINERY AND DEALER who will supply the Propane.

4. The bidder shall include in the bid an ANALYSIS of the HD5 Common Grade LP Gas supplied and the Monroe County Commissioners may request a periodic analysis of the LP Gas throughout the term of the contract. If submitting a bid for a fluctuating price per gallon, all bidders must submit information on the market that is used to calculate the price per gallon submitted in the bid. The bidder must provide a fixed profit over cost amount for the price per gallon. The successful bidder must accept the fixed profit over cost amount per gallon for the term of the contract.

5. The successful bidder must also provide a certificate of insurance that shows proof of General Liability, Property Damage, Workmen's Compensation, and Automobile insurance that lists Monroe County as a Certificate Holder and Additional Insured.

6. Automatic deliveries shall be arranged by the successful bidder and each delivery shall be accompanied by a metered delivery ticket.

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

8. The effective date of the contract shall be based upon the number of days specified by the successful contractor that will be needed to install the tanks required at the various locations following the bid award date and the date of the written notice of the bid award provided by the County to the successful contractor.

9. The bidders shall provide a price per gallon for each location.

10. Under the bid for a price per gallon bid that includes an escalator (or fluctuating cost), the successful bidder shall agree to increase or decrease the price per gallon after the bid has been awarded only by the same amount as any increase or decrease in the cost from their supplier. **For any increase to the cost per gallon, the successful bidder shall automatically provide proof of their increased cost to the County by submitting copies of their detailed invoice showing the cost per gallon before payment of invoices reflecting any increase to the cost per gallon can be processed.** If awarded a bid for a "Fixed Price per Gallon" the successful bidder agrees to charge a fixed price per gallon for the entire term of this contract specified above.

11. 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.

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

13. 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 propane 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.

14. 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.

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

16. The County of Monroe is exempt from Federal Excise Taxes and Pennsylvania Sales Tax as a political subdivision of the Commonwealth of Pennsylvania. Net prices as shown in the proposal shall exclude Federal and State taxes.

17. The successful bidder must provide a W-9 to Monroe County, prior to payment.

18. The County is seeking proposals for a "fixed" rate (Option #1) and/or a "fluctuating" rate (Option #2) per gallon for the term specified. If awarded a bid for a "Fixed Price per Gallon", the successful bidder shall furnish propane to the County for the entire term of the contract at the price per gallon as proposed and accepted by the County. 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 the same amount as any increase or decrease in the cost from their supplier while providing the County with the same mark-up over cost for the term of the contract. **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 reflecting any increase to the cost per gallon can be processed.**

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

**PROPOSAL PAGE FOR
SIGNATURE FORM**

DATE: _____ SUBMITTED BY: _____

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

Dear Commissioners:

After examining the specifications regarding the furnishing of Propane Gas effective the date of the bid award through December 31, 2026, this bidder agrees to make deliveries and provide the pricing 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.

OPTION #1 – FIXED PRICE PER GALLON

Pricing below is based on _____ **weekly** market dated _____.
Attached is documentation to verify the above market pricing.

MONROE COUNTY CORRECTIONAL FACILITY

\$_____ per Gallon plus markup per gallon = _____ total per Gallon
4,000 Gallons X \$_____ per gallon = \$_____

MONROE COUNTY PUBLIC SAFETY CENTER

\$_____ per Gallon plus markup per gallon = _____ total per Gallon
9,000 X \$_____ per gallon = \$_____

MONROE SEWAGE TREATMENT PLANT

\$_____ per Gallon plus markup per gallon = _____ total per Gallon
1,000 Gallons X \$_____ per gallon = \$_____

TOTAL BID ALL LOCATIONS (fixed price) \$_____

PROPOSAL PAGE #2

OPTION #2 – FLUCTUATING PRICE PER GALLON

Pricing below is based on _____ weekly market dated _____.
Attached is documentation to verify the above market pricing.

MONROE COUNTY CORRECTIONAL FACILITY

\$_____ per Gallon plus markup per gallon = _____ total per Gallon
4,000 Gallons X \$_____ per gallon = \$_____

MONROE COUNTY PUBLIC SAFETY CENTER

\$_____ per Gallon plus markup per gallon = _____ total per Gallon
9,000 Gallons X \$_____ per gallon = \$_____

MONROE COUNTY SEWAGE TREATMENT PLANT

\$_____ per Gallon plus markup per gallon = _____ total per Gallon
1,000 Gallons X \$_____ per gallon = \$_____

TOTAL BID ALL LOCATIONS (fluctuating Price) \$ _____

If awarded the contract to provide propane to the facilities as listed, the company will be able to install tanks at the locations specified in Section 1 of the RFP where the tanks are not owned by the county, but are owned by the current contractor, within _____ days of receiving notice of the bid award.

Attached to the proposal is the market and mark-up documentation requested in the bid specifications. Also attached to the specifications is an analysis of the propane that will be provided under this contract.

Please indicate if you provide electronic invoicing _____ yes _____ no.

SIGNED, AUTHORIZED REPRESENTATIVE

PRINTED OR TYPED NAME AND TITLE SHOWN ABOVE

FIRM NAME

ADDRESS

TELEPHONE/ EMAIL ADDRESS