

NOTICE TO BIDDERS

ADVERTISEMENT FOR BIDS

Sealed bids for the project, **RESTROOM RENOVATIONS FOR THE MONROE COUNTY CONSERVATION DISTRICT**, will be received at the Monroe County Controllers Office, located at the Monroe County Administrative Center, One Quaker Plaza, Room 206 no later than **1:00 p.m. prevailing time, Thursday, September 17, 2026**, and read aloud at 2:00 p.m. in the Commissioners Public Meeting Room, Room 203, One Quaker Plaza, Stroudsburg, PA. It is the complete responsibility of the Contractors to ensure that their bid has been received by the Controller by the date and time specified and the Owner assumes no responsibility for bids that have not been received.

Restroom Renovation Project for the MONROE COUNTY CONSERVATION DISTRICT

This project consists of the renovation of four (4) existing restrooms on the main floor of the Monroe County Conservation District. There are two (2) single user restrooms and two (2) multi-user restrooms.

Renovations include replacement of existing accessories, replacement of existing fixtures, replacement of light fixtures, and new finishes.

To allow the facility to be opened during construction, it is the intention to renovate the multi-user restrooms first and keep the single user restrooms available until completion of the multi-user restrooms. Single user restroom renovations may begin once the multi-user restrooms have been inspected and approved by the Code Official.

Temporary Construction Barriers: Contractor shall provide and maintain temporary dust-tight partitions, barriers, and other protective measures as required to separate construction areas from occupied portions of the building. Barriers shall minimize the migration of dust, debris, noise, and odors and shall be maintained throughout construction. Temporary protection shall comply with applicable fire and life safety requirements and shall not obstruct, reduce the required width of, or otherwise interfere with any means of egress, existing access, exit, exit discharge, fire protection equipment, fire alarm devices, or emergency signage. Maintain safe and continuous access for building occupants and emergency responders at all times. Coordinate phasing and temporary protection with the Owner prior to commencing work.

Upon request and a (2) two-day notice, hard copies of Bidding Documents may be obtained at the office of the architect, Schoonover & Vanderhoof Architects, LLC, 39 North Courtland Street, East Stroudsburg, PA 18301 between the hours of 9:00am and 4:00pm. A digital copy can be obtained upon email request to mail@svarch.com. The cost of the documents obtained at Schoonover & Vanderhoof, Architects, whether hard copy or digital, is \$100.00 non-refundable. Checks should be made payable to Schoonover & Vanderhoof Architects, LLC. Bidding Documents may be examined at the office of the Architect between the hours of 9:00am to 4:00pm, Monday through Friday. Hard copies of the Bidding Documents may be properly discarded or returned to the architect's office for proper discarding.

Each bid shall be submitted in accordance with the Instructions to Bidders and must be accompanied by a Bid Bond or Certified Check for not less than ten percent (10%) of the Bid amount payable to the Monroe County Commissioners along with an Agreement of Surety certifying that the required Performance and Payment Bonds will be provided to the Bidder. Each bid must be enclosed in a securely sealed opaque envelope and endorsed:

“Project No. 26-03-12 Restroom Renovations Project” with the name and address of the Bidder clearly marked on the envelope.

There will be a Pre-bid Conference held at the site before bids are submitted to the Owner. It is non-mandatory that all Contractors bidding on the project attend the Pre-Bid Conference. The conference will be held **on Thursday, September 3, 2026, at 1:00pm at the Monroe County Conservation District site located at 8050 Running Valley Road, Stroudsburg, PA in Hamilton Township, PA.**

The successful Bidder shall be required to furnish proof of insurance and bonds for Performance, Payment, and Maintenance in such form as meets the approval of the Authority and having as security thereon such Surety company or companies as are listed on the U.S. Treasurers Circular 570 and authorized to perform services in the Commonwealth of Pennsylvania, prior to the award of a contract, in accordance with the Public Works Contractor’s Bond Law of 1967, Act of December 20, 1967, P.L. 869, 8 P.S. 191 et Seq..

This project is subject to applicable provisions of Act 422, Pennsylvania Prevailing Wage Act as amended, and the prevailing minimum wage rates issued by the Pennsylvania Department of Labor and Industry. This project is also subject to applicable provisions of the “Pennsylvania Human Relations Act”, Act of 1955, P.L., No. 222, as amended June 25, 1997, by Act 34 of 1997, 43 P. S. &951-963.

The Pennsylvania Public Works Employment Verification Act (Act 127 of 2012) applies to the project. As a precondition of letting any contract, the successful bidder must file a form with the Sewer Authority verifying that all employees hired after January 1, 2013, are legally eligible to work in this country.

No Bidder may withdraw his bid within sixty (60) days after the date set for the opening of the bids.

The Monroe County Board of Commissioners reserves the right to reject any or all bids received, to waive any informalities or irregularities in bidding, and to accept bids and award contracts in the best interests of the County.

**By order of:
The Monroe County Board of Commissioners**

Publish: 8/27/26 and 8/31/26

1. BIDDER'S RESPONSIBILITY

- 1.1 Each Bidder shall familiarize himself with all of the attached forms, Instructions, General Conditions, Special Conditions, Specifications, Drawings, etc., as he will be held responsible to fully comply therewith. Each Bidder must visit the site and acquaint himself with conditions affecting the work.

2. BIDS

- 2.1 Sealed proposals will be received until Sealed bids for the project, **RESTROOM RENOVATIONS FOR THE MONROE COUNTY CONSERVATION DISTRICT**, will be received at the Monroe County Controllers Office, located at the Monroe County Administrative Center, One Quaker Plaza, Room 206, Stroudsburg, PA 18360 no later than **1:00 p.m. prevailing time, Thursday, September 17, 2026**, Project Number 26-03-12, all in accord with the Architect's drawings and specifications. Separate bids will be required on a lump sum basis for each of the following Prime Contractors for the project:

Contract No. 26-03-12.1	General Construction (GC)
Contract No. 26-03-12.2	Plumbing Construction (PC)
Contract No. 26-03-12.3	Mechanical Construction (MC)
Contract No. 26-03-12.4	Electrical Construction (EC)
Contract No. 26-03-12.5	All Trades Construction

Collectively, the project will be known as Project No. 26-03-12. Should there be no decimal point and number behind the project designation, that section of the Contract relates to all Prime Contractors

- 2.2 Proposals shall be enclosed in a securely sealed opaque envelope and endorsed: **"Project No. 26-03-12 Restroom Renovations Project"** with the name and address of the Bidder clearly marked on the envelope addressed to the Monroe County Controllers Office, Monroe County Administrative Center, One Quaker Plaza, Room 206, Stroudsburg, PA 18360, and received by Monroe County Controllers Office, located at the Monroe County Administrative Center, One Quaker Plaza, Room 206, Stroudsburg, PA 18360 whether they are mailed or hand delivered, and submitted on forms furnished to the Bidders and in the manner designated. No proposal will be considered which is submitted otherwise than on the Form of Proposal furnished each Bidder, or a copy thereof. Proposal shall be completely filled in. All amounts shall be written out in full and also stated in figures.
- 2.3 No Proposal will be considered which is not based upon these plans and specifications: or which contains any letter or written memorandum qualifying same, or which is not properly made out and signed in writing by the Bidder or an authorized agent of the Bidder. If the Bidder is a Corporation, the Proposal shall be signed in writing by a properly authorized officer of the Corporation.