



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, for the 2027 calendar year:

Bailiff, 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 Sewage Treatment Plant
Snow Removal

The bids will be publicly opened on October 27, 2026, at 2:00 PM in the Commissioners' Public Meeting Room, Room 203, Monroe County Administrative Center, 1 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 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: 10/05/2026 and 10/11/2026

INTRODUCTION

The County of Monroe is soliciting proposals for the purchase of **JANITORIAL SUPPLIES FOR VARIOUS COUNTY FACILITIES**, the locations being the Monroe County Administration Center and the Monroe County Correctional Facility.

The County will accept proposals from qualified vendors for the purpose of supplying Janitorial Supplies to the County from January 1, 2027, through December 31, 2027.

BID SPECIFICATIONS

Proposal Requirements:

Three (3) Copies un-staple and a USB/Flash Drive in Excel Format of the proposal must be received in the Office of the Monroe County Controller, Monroe County Administrative Center, One Quaker Plaza, Room 206, Stroudsburg, PA 18360, no later than 1:30 PM on October 27, 2026 .

Proposals must include a completed signature page/profile of vendor, and the bid security specified to be eligible for award.

Only those items responded to by the vendor will be considered as part of this proposal.

Right of Rejection:

It is the County's intent to select the lowest qualified proposal, **or parts of any proposal**, based upon the vendors responses to this RFP. However, the County Commissioners reserve the right to reject any proposal, or parts thereof, and to award the contract in such a manner as may appear to be in the best interest of the County.

Vendor Inquiries:

Vendors requiring additional information on the products specified may submit their questions to Robert J. Gress, Chief Clerk/Administrator at the Monroe County Administrative Center, One Quaker Plaza, Room 201, Stroudsburg, PA 18360 in writing, or by calling (570) 517-3102. Inquiries concerning the bid process should be directed to Robert J. Gress, Chief Clerk/Administrator in writing or by phoning (570) 517-3102.

Incurred Costs:

The County of Monroe will not be liable for any costs incurred by the vendor for proposal preparation. Proposals should be prepared simply and economically providing straight forward pricing.

Contract Provisions:

After the awarding of the bid (s) to a successful vendor (s) is announced, and notification of same is transmitted to the vendor in writing, it should be understood that a binding agreement exists for the contract period specified.

Bid Submission:

Three (3) un-staple copies and a USB/Flash drive of the proposal in Excel format must be placed in a sealed envelope addressed to the Office of the Monroe County Controller and clearly marked **"BID FOR JANITORIAL SUPPLIES"** and must be received by the Controller's Office no later than 1:30 PM on October 27, 2026 . 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 18360 beginning at 2:00 PM.

Failure to comply with any of the instruction for bid submission may be considered a cause for rejection.

Qualifications of Vendors:

To be considered for this RFP, a vendor must be well recognized and be able to deliver on a timely basis. Successful vendor must be able to provide:

- 1) Vendor's sales representative must respond to request by Director of Maintenance at either location to meet and discuss/resolve issues and new product requirements.

- 2) Vendor (s) will provide a quarterly usage report of all products ordered
- 3) Vendor (s) will provide a customer order sheet listing all bid items with each item assigned a specific order number, i.e. a 3 digit number starting with the number 001
- 4) At least three business references

Quantities:

It shall be understood and agreed that quantities listed in the RFP are **estimates only** and may have to be increased or decreased in accordance with the actual requirements of the County of Monroe. It is further understood that the County will only make a payment for supplies actually purchased and received. Orders will be accepted for quantities requested by the County. No minimum order quantities will be required.

Method of Contract Award:

The contract award will be made to the vendor (s) who proposal (s) is determined to be technically complete and is the lowest responsible bidder (s) meeting the specifications based upon evaluation of the bid as submitted.

Protection by Contractor:

The vendor 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 vendor'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 vendor's or manufacturer's fault or negligence.

Terms of the Contract:

The contract term shall be for the months of January 1, 2027, through December 31, 2027. **The prices quoted by the successful vendor(s) shall remain fixed for the term of the contract.** The unit cost proposed must be the total cost including shipping or handling charges. No costs in addition to the "Unit Cost" bid will be accepted without written approval from the County. The successful vendor will 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.

Delivery Terms:

Bidders must identify method of delivery of supplies and be able to deliver the supplies between 8:30 AM and 4:30 PM (excluding 11:30 AM to 12:30 PM at the Monroe County Correctional Facility) Monday thru Friday. Deliveries to the Monroe County Correctional Facility must also pass the facility's security inspection and all delivery personnel and vehicles must comply with directions accordingly. All delivery charges must be included in the cost as proposed on the specification pages. No additional costs can be added to the price quote without the prior written approval of the county. Deliveries need to take place within two (2) weeks of order placement, if an order is late there is a chance of the vendor losing the contract.

Invoicing Information:

All deliveries shall be invoiced according to the facility for which they were ordered. Invoices are to be billed to the attention of the Monroe County Controllers Office and submitted on at least a monthly basis. All invoices must reference a purchase order number assigned to the order by the purchasing department. The vendor (s) awarded a bid for these supplies shall not accept any orders placed by anyone other than Monroe County's Purchasing Department.

Pricing:

The proposal will be for a fixed price bid for the term of the bid award (2027).

Pricing must be provided in whole dollars and cents only. No pricing extended past one-hundredth of one cent (\$0.01) will be acknowledged.

The County will not consider any item on this contract a special order and therefore any item returned, in good condition, for any reason will be fully refunded and will not be subject to restocking or shipping costs.

Bonding Requirements:

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 upon 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 unsuccessful bidders immediately following contract award.

If a vendor is awarded a contract for an estimated amount of \$10,000.00 or more the successful bidder (s) **shall** be required to furnish an **original** bond guaranteeing performance of the contract, with sufficient surety in the amount of fifty (50%) percent of the amount of the contract within thirty (30) days of the award of the bid. Failure to do so shall result in forfeiture to the County of the bid security.

W-9

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

Exemption from Federal Excise and Pennsylvania Sales Tax

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

Facility Locations:

- | | |
|---|---|
| 1) Monroe County Administrative Center
One Quaker Plaza, Room 110
Stroudsburg, PA 18360 | Contact Person -Kevin Lawrence, Operations & Maintenance Supervisor
Telephone - 570-517-3162 |
| 2) Monroe County Correctional Facility
4250 Manor Drive
Stroudsburg, PA 18360 | Contact Person – Vito LaNeve, Building Maintenance Supervisor
Telephone - 570-992-3232 |

Substitutions:

Substitutes will not be accepted for any products that are marked as “**NO SUBSTITUTES**” on the itemized proposal pages. Bidders **must** indicate on the itemized proposal page in the “VENDOR” column if the item they are proposing in their bid submittal is not that of the manufacturer specified on the bid proposal pages. The Bidder may be required to provide a sample of any and all substituted items with manufacturer specifications prior to bid award. **After the bid has been awarded, the County will not accept any substituted item(s) without prior approval of the Monroe County Purchasing Department.** Any substituted products proposed must be of equal or greater quality than the product specified in this bid.

Samples:

Bidders may be requested to provide samples of any of the products submitted in their bid proposal prior to the County making a decision on awarding the bids. Bidders may also be asked to provide a manufacturer's description of any item bid. Several new items listed on the itemized proposal pages require automatic submittal of samples for specific items.

Dispensers:

The successful bidder must be able to provide maintenance services for the dispensers installed and the cost of service shall be included in the bid. The successful bidder must be able to provide and install the dispensers as noted on the bid sheet within thirty (30) days of receiving notice of the bid award. Items needing dispensers are identified with a "D" in the Item No. column of the bid specifications sheets.

Products Specification/Itemized Proposals Pages

- 1) Monroe County Administration – Exhibit "1"
- 2) Monroe County Correctional Facility – Exhibit "2"

SIGNATURE PAGE/PROFILE OF VENDOR

TO: Monroe County Commissioners
Monroe County Administrative Center
One Quaker Plaza, Room 201
Stroudsburg, PA 18360

Dear Commissioners:

After examining all parts of this request for proposal, the furnishing and delivery of said service for the County of Monroe, including "Instructions to Bidders" and "Specifications" and any added addenda, we understand these specifications and hereby propose to furnish and deliver said supplies in strict accordance with all specifications for the sum indicated below.

In submitting this proposal, it is understood that it is the right of the County of Monroe to reject any or all proposals, or parts thereof, or to waive any informalities or technicalities in said proposals and award the bid(s) in such a manner as may appear to be in the best interest of Monroe County. This proposal shall remain firm for at least thirty (60) days from date of the bid opening.

Give at least three (3) business references that may be contacted as to your record of performance (include contact name and phone number):

Total - Administration Center	\$ _____
Total - Correctional Facility	\$ _____
TOTAL BID	\$ _____

Attached to this proposal are the itemized proposal pages for the products bid.

Accompanying this proposal is bid security in the form of () cash, () certified good faith check, () cashier's check, () irrevocable letter of credit or () original bid bond. The amount of the bid security enclosed is \$ _____ and is intended to represent 10% of the "total bid" as listed above.

In submitting this proposal, it is understood that if we are the successful bidder that we will be required to furnish a bond guaranteeing performance of the contract in the amount of 50% of the total contract amount within thirty (30) days of the award of the bid.

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

Signed,

Firm Name

Signature of Authorized Representative

Printed Name of Signatory and Title

Official Address

Phone Number/Email Address