



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 1:30 PM 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 & Toner
Propane for Various County's Facilities
Snow Removal

The bids will be publicly opened on October 21, 2025, 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, 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

INSTRUCTIONS TO BIDDERS

1. INTENTION OF BID

The intent of this bid is to secure a firm price for the articles specified to purchase new Inmate Uniforms and Supplies, as well as replace worn-out articles as necessary for the contract period specified.

2. SPECIFICATIONS

The following specifications will be considered to be complete and clear unless requests for clarification are submitted by prospective bidders. Changes or additions to the specifications in the form of an addendum shall be issued to all vendors who have previously secured a copy of the specifications. This addendum shall then be added to the original specifications and be considered a part of them.

3. PROPOSAL FORM/SIGNATURE PAGE

A Proposal Form and Signature Page are attached to these specifications. When submitting a bid, this form and all-inclusive pages must be completed in full and be signed by the bidder. Failure to do so may be considered a cause for rejection of the bid.

4. BID SUBMISSION

Four (4) un-staple copies and a USB/Flash Drive of the proposal in Excel format shall be placed in envelopes, sealed, and plainly marked **"BID FOR INMATE UNIFORMS AND SUPPLIES"** and must be delivered to 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 2:00PM.

5. DELIVERY TERMS

Delivery shall be made only upon instructions by the Commissioners or their designated representative(s) and only after receiving a purchase order number assigned by the County's Purchasing Department. The successful bidder(s) shall be responsible and liable for the uniforms and supplies during shipping. The successful bidder(s) must be able to guarantee delivery within fifteen (15) working days of receipt of the order. The cost of delivery shall be included in all bids. No additional charges will be accepted or paid.

6. COSTS

The unit and total prices as submitted by the bidder shall be the whole and total sum. All costs of shipping, delivery, etc., and any other costs applicable, shall be included in that sum. No additional costs will be accepted. 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. Bidders should also enter an item number for the items that they are submitting proposals for, but which do not contain an item number on the list.

7. PAYMENTS

Payments to the successful vendor(s) will be processed after the order has been received, inspected, and approved by the Commissioners, or their designated representative(s), and upon receipt of an itemized invoice that references the purchase order number assigned to this contract by the County.

8. CONTRACT PROVISIONS

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

9. 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 actual requirements of the County of Monroe. It is further understood that the County will only make payment for items actually ordered and received.

10. QUALITY

If possible, provide pricing on different levels of quality for the goods you offer. Please list the different qualities on separate bid sheets. Additional information can be provided by contacting the Purchasing Director at (570)-517-3313

11. EVALUATION OF BIDS AND METHOD OF CONTRACT AWARD

The contract award will be made to the vendor(s) whose proposal(s) is determined to be technically complete and is the lowest responsible bidder(s) meeting the specifications based upon evaluation of the bids, as submitted. The County will review the technical aspects of each bid that is received. Bidders may be required to provide samples of uniforms and supplies. Consideration will be given to the speed of delivery, cost, and proximity of vendor.

12. PROTECTION BY CONTRACT

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 the 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.

The vendor shall not assign, or otherwise transfer, any of its responsibilities or obligations under the contract to any other person entity without prior written consent of the County.

13. TERMS OF THE CONTRACT

The contract term shall be for the months of January 1, 2026, through December 31, 2026.

14. 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 upon a bank authorized to do business in this Commonwealth, or by a bond with corporate surety. A bid lacking the required 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 all unsuccessful bidders after the contract has been awarded. Bid security will be returned to the successful vendor(s) after regular deliveries have been established.

15. PERFORMANCE BOND

If the vendor is awarded a contract for estimated total of \$10,000.00 or more, the successful bidder(s) shall be required to furnish a bond guaranteeing performance of the contract, with sufficient surety in the amount of fifty (50%) of the total amount of the contract awarded within thirty (30) days of the award of the contract. Failure to provide the appropriate performance bond may result in the vendor forfeiting their bid security.

16. COST OF BID PREPARATION

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.

17. EXEMPTION FROM FEDERAL EXCISE AND PA SALES TAX

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

18. UNIFORMS AND SUPPLY ITEMIZED SPECIFICATIONS

See Attachment

Please be advised that item numbers referenced on the proposal pages are intended only to indicate that said brand is acceptable to the Monroe County Correctional Facility and therefore it represents the quality which meets the County's minimum standards. Bidders who propose brands other than those specified must enter the brand name on the specifications/proposals page and must be prepared to show that the alternate brand is equal to those specified.

19. W-9

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

PROPOSAL PAGE

Submitted By: _____

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

Dear Commissioners:

After examining all parts of this project, the furnishing and delivery of uniforms and supplies specified for the County of Monroe, we understand these specifications and hereby propose to furnish and deliver said uniforms and supplies in strict accordance with all specifications for the contract term specified.

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 technicalities, and award the bid in such a manner as may appear to be in the best interest of Monroe County. Announcement of the award date will be made at the time of the bid opening.

Total Bid \$ _____

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

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

We guarantee delivery of said uniforms and supplies within _____ working days of receipt of an order.

Signed,

Firm Name

Signature of Authorized Representative

Printed Name of Signatory and Title

Official Address

Telephone Number/Email Address

Please indicate if you can provide electronic invoicing: ____ Yes ____ No