



### **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 & 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, 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](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

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

### **INTRODUCTION:**

The County of Monroe is soliciting proposals for the purchase of OFFICE SUPPLIES and TONER for all Monroe County Offices, the primary locations being the Monroe County Administrative Center, One Quaker Plaza, Stroudsburg, PA and the Courthouse at 610 Monroe Street, Stroudsburg, PA 18360.

The County will accept proposals from qualified vendors for the purpose of supplying office supplies and toner to the County awarded for the period January 1, 2026, through December 31, 2026.

## **SPECIFICATIONS**

### **Proposal Requirements:**

**Four (4) copies un-stapled of the proposal and a USB/Flash drive in Excel format** 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 21, 2025.

Proposal must include a completed signature page/profile of vendor 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 vendor's 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 the Chief Clerk/Administrator Robert J. Gress, Monroe County Administrative Center, One Quaker Plaza, Room 201, Stroudsburg, PA 18360 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:**

**Four (4) un-staple copies and a USB/Flash drive with Excel Spreadsheet** must be placed in a sealed envelope addressed to the Office of the Monroe County Controller and clearly marked **"Bid for Office Supplies and Toner"** and must be received by the Controller's Office no later than 1:30 PM on October 21, 2025. Bids will be publicly opened that same day in the Commissioners' Public Meeting Room, Room 203, One Quaker Plaza, Stroudsburg, PA at 2:00 PM.

Failure to comply with any of the instructions 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. The vendor should also utilize an electronic ordering system. Vendors without an automated ordering system must specify this in their proposal. Successful vendors must be able to provide the following:

- 1) Vendor's sales representative will meet monthly with the Director of Purchasing to discuss/resolve issues and new product requirements.
- 2) Vendor will provide a quarterly usage report of all products ordered.
- 3) Vendor 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) Vendor submitted a proposal containing a fixed cost per item for the term of the contract.

**Pricing:**

The proposal will be for a fixed price bid for the term of the bid award (2026).

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.

**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 payment for supplies actually purchased and received.

**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.

**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 January 1, 2026, through December 31, 2026.

**Delivery Terms:**

The successful vendor(s) must be able to process deliveries Monday through Friday between the hours of 8:30 AM and 4:30 PM. The successful vendor must also be able to provide individual desktop delivery to the Courthouse offices at 610 Monroe Street (see listing on the Ship to Master attached) and the Branch offices at various addresses throughout the County (see also on Ship to Master list) and deliver to a central location at the Administrative Center for the offices at that location (listed on the Ship to Master list attached). **NOTE: UPS does not provide desktop delivery to the County Offices located in the Courthouse, Annex or Administration Center facilities as listed on the master list attached. If you propose to ship UPS to these locations, you must indicate that on the proposal sheets. Failure to provide desktop delivery to these locations may disqualify you as a "qualified" bidder.** The successful vendor must be able to fill routine orders within seventy-two (72) hours of receipt. The cost of delivery shall be included in all of the bid

pricing. No additional costs will be accepted by the County for shipping or handling. All orders must be pre-packaged individually according to the office for which it is ordered.

**Invoicing Information:**

All deliveries shall be invoiced according to the office for which they were ordered. Invoices are to be billed to the attention of the Monroe County Controller's Office and submitted on at least a monthly basis. All invoices must reference a purchase order number, or an electronic 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.

**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 upon awarding of the contract.

If a vendor is awarded a contract for an 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%) 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.

**Office Locations:**

See "Ship to Master List" attached.

**Recycled Products:**

The County of Monroe supports recycling and therefore requests comparison pricing on recycled paper products. Please indicate the Post Consumer Content for all recycled products.

**Substitutions:**

Substitutions from the brand name specified will be considered. Bidder must identify any substituted items. 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 successful bidder **will not** substitute any item(s) without prior approval of the Monroe County Purchasing Department. Remanufactured ribbons and cartridges are not acceptable.

**Supply Specifications/Itemized Bid Sheet:**

(See Listing Attached)

**SIGNATURE PAGE/PROFILE OF VENDOR  
(BID ON OFFICE SUPPLIES & TONER)**

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.

This proposal does \_\_\_\_\_ or does not \_\_\_\_\_ include desk-top delivery to ALL offices listed on the master listing attached to the bid specifications. **NOTE: UPS does not provide desk-top delivery to the County Offices located in the Courthouse, Annex or County Administration center. Therefore, if UPS is your method of delivery, you will need to indicate that your proposal does NOT include desktop delivery for these locations.** 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 sixty (60) days from date of the bid opening.

Bidder will state below whether the bid is by an individual, partnership, or corporation.

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

OFFICE SUPPLIES \$ \_\_\_\_\_

TONER \$ \_\_\_\_\_

TOTAL BID \$ \_\_\_\_\_

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

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" as listed above.

Signed,

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Firm Name

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Signature of Authorized Representative

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Printed Name of Signatory and Title

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Official Address

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Phone Number/Email Address

**MASTER SHIPPING LIST**  
**BRANCH OFFICES**  
(Deliver to address specified below)

Monroe County Children & Youth Services 730 Phillips Street Stroudsburg, PA 18360	570-420-3590
Monroe County Area Agency on Aging 724B Phillips Street Stroudsburg, PA 18360	570-420-3735
Magisterial District Justice Kristina Anzini 823 – A Ann Street Stroudsburg, PA 18360	570-420-3492
Magisterial District Justice Michael Wolbert 98 Day Street East Stroudsburg, PA 18301	570-420-3496
Magisterial District Justice Danielle Travagline 5560 Memorial Boulevard Tobyhanna, PA 18466	570-894-8566
Magisterial District Justice Paul Gasper 1211 North 5 <sup>th</sup> Street Stroudsburg, PA 18360	570-420-3494
Magisterial District Justice Daniel Kresge 3361 Route 611 Suite 4 Bartonsville, PA 18321	570-629-1460
Magisterial District Justice Jamie Levy 1155 Red Fox Road, East Stroudsburg, PA 18301	570-223-1287
Magisterial District Justice Phillip Riley 1200 Route 390 Suite 102 Cresco, PA 18326	570-595-2520
Magisterial District Justice Colleen Mancuso 1479 Route 209 Brodheadsville, PA 18322	570-992-4919



**MASTER SHIPPING TO LISTING (pg. 2)**

Magisterial District Justice Richard White 1878 Route 940 Suite 203 Pocono Pines, PA 18350	570-646-4637
Monroe County Correctional Facility 4250 Manor Drive Stroudsburg, PA 18360	570-992-3232
Career Link Merchants Plaza Route 611, PO Box 869 Tannersville, PA 18372	570-620-2958
Office of Emergency Services Public Safety Center 100 Gypsum Road (Snydersville) Stroudsburg, PA 18360	570-992-4113
Monroe County Coroner's Office 4230 Manor Drive (Snydersville) Stroudsburg, PA 18360	570-517-3192
Loder Senior Center 62 Analomink Street East Stroudsburg, PA 18301	570-420-3745
Pocono Pines Senior Center American Legion 240 Old Route 940 Pocono Pines, PA 18350	570-646-9611
West End Senior Center Zion United Lutheran Church Route 209 Brodheads ville, PA 18322	570-420-3735

**MASTER SHIPPING TO LISTING (Pg.3)**

**MONROE COUNTY COURTHOUSE/ANNEX OFFICES**

610 Monroe Street

Stroudsburg, PA 18360

Desktop delivery to individual offices

Court Administrator's Office	570-517-3009
Magisterial District Justice Court Administrator	570-517-3088
Custody Conciliator	570-517-3022
Judge Williamson's Office	570-517-3016
Judge Stephen Higgins's Office	570-517-3078
Judge Daniel Higgin's Office	570-517-3367
Judge Sibum's Office	570-517-3083
Judge Zulick's Office	570-517-3980
Judge Mark's Office	570-517-3984
Jury Management	570-517-3085
Clerk of Courts/Prothonotary	570-517-3370
Domestic Relations	570-517-3845
Juvenile Probation	570-517-3095
Adult Probation	570-517-3098
Sheriff's Office	570-517-3312
Maintenance Department	570-517-3162

**MASTER SHIPPING TO LISTING (Pg. 4)**

**ADMINISTRATION CENTER OFFICES**

1 Quaker Plaza, Stroudsburg, PA 18360-2192

Assessment Office Room 102	570-517-3133
Fiscal Office Room 204	570-517-3131
Commissioners' Office Room 201	570-517-3102
Controller's Office Room 206	570-517-3120
Human Resources Room 202	570-517-3115
Register & Records Room 106	570-517-3969
Tax Claim Bureau Room 104	570-517-3172
Purchasing Room 109	570-517-3345
Treasurer's Office Room 103	570-517-3180
Veteran's Affairs Room 101	570-517-3187
Voter Registration Room 105	570-517-3165
Information Services Room 205	570-517-3910
Archives Room 207	570-517-3189
Risk Management Room 110	570-517-3805

**MASTER SHIPPING TO LISTING (Pg.5)**

**701 OFFICES**

**701 Main Street, Stroudsburg, PA 18360**

District Attorney/Detective – 1 <sup>st</sup> Floor Suite 100	570-517-3052
District Attorney/Victim Witness – 2 <sup>nd</sup> Floor Suite 200	570-517-3062
Public Defender – 3 <sup>rd</sup> Floor Suite 301	570-517-3042
Planning/Vector – 4 <sup>th</sup> Floor Suite 405	570-517-3100
Pre-Trial Services – 3 <sup>rd</sup> Floor	570-517-3393