



### **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 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 opened publicly on October 21, 2025 at 2:00 PM in the Commissioners' Public Room, Room 203, at the Monroe County Administrative Center, One Quaker Plaza, Room 201, Stroudsburg, PA 18360. Announcement of bid award date will be made at the meeting.

Detailed specifications may be secured in person at the Office of the Chief Clerk, Monroe County Commissioners' Office, Administrative Center, One Quaker Plaza, Room 201, Stroudsburg, PA 18360, or by calling 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 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

## INSTRUCTION TO BIDDERS

### 1. SPECIFICATIONS:

The following specifications will be considered to be complete and clear unless requests for clarification are received from 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.

### 2. PROPOSAL FORM/SIGNATURE PAGE:

A Proposal Form and Signature Page are attached to these specifications. When submitting a bid, 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. Four (4) copies un-stapled of the completed proposal must be submitted.

### 3. BID SUBMISSIONS:

**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 **"SNOW REMOVAL FOR VARIOUS COUNTY FACILITIES"** and must be received by 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 2:00 PM.

### 4. BID OPENING:

The bids will be opened publicly in the Commissioners' Public Meeting Room, Room 203 on October 21, 2025, at 2:00 PM at the Monroe County Administrative Center, One Quaker Plaza, Stroudsburg, PA 18360.

### 5. LOCATIONS TO BE SERVICED:

See "Specifications" attached.

### 6. COSTS:

The service price as submitted by the bidder shall be the whole and total sum. No additional costs shall be added without agreement of the County. The County of Monroe is exempt from State Sales Tax and from Federal Excise Tax and the prices submitted in your proposal should reflect that exemption.

### 7. AWARDS:

Awards will be made to the lowest responsible bidder(s) meeting the requirements of the specifications. After the County awards the bid(s) to a successful vendor(s) and the same is transmitted in writing, it is understood that a binding contract exists for the contract specified. The county may request clarification of manpower and the equipment that will be used in the performance of this contract prior to awarding the bid in order to determine whether the bidder is equipped to provide the services specified.

**8. COUNTY RIGHT:**

The County of Monroe has the right to reject any or all bids, or parts thereof, and to waive any formalities or technicalities in said bids as may be deemed in the best interest of the County.

**9. BILLING RIGHT:**

The successful bidder shall bill the County monthly. The monthly invoice shall reflect itemized charges broken down by each County facility serviced.

**10. CONTRACT TERM:**

The term of the contract shall be from January 1, 2026 through December 31, 2026. The county reserves the right to terminate the contract at any time and shall provide the contractor with written notice of such termination fifteen (15) days in advance of the termination date for any reason that may be considered to be in the best interest of the County.

**11. PROVISION OF SERVICE:**

The successful bidder(s) shall not assign or otherwise transfer any of its responsibilities or obligations under this contract to any other person or entity without prior approval from the Board of Commissioners.

**12. PROTECTION BY CONTRACTOR:**

The successful bidder 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 negligence or fault of the manufacturer of goods supplied by the successful bidder. 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 bidder's or manufacture's fault or negligence.

**13. QUALIFICATION OF SUCCESSFUL BIDDER:**

The successful bidder(s) must provide references for businesses that they provide a similar service. The successful bidder must have been in business for a minimum of three years. A qualified vendor must have the necessary type and quantity of equipment and personnel to perform snow plowing, snow removal, cindering and/or salting at all locations by 7:00AM and throughout the day, if necessary, in order to maintain safe operations of county business. In order to be considered a qualified bidder, you must visit each location listed to determine the size and scope of this contract. Failure to do so will not relieve you of providing the services specified for the amount submitted in your bid. The successful bidder must supply all the equipment and manpower necessary to complete the tasks outlined in the bid.

**14. INSURANCE REQUIREMENTS:**

The bidder must provide proof of insurance for Automobile and General Liability Insurance with limits that are satisfactory to Monroe County and must list Monroe County as an "Additional Insured" and Certificate Holder. The successful bidder must also provide a certificate of insurance showing proof of Workmen's Compensation Coverage.

**15. COUNTY CONTACTS:**

If you have any questions or need clarification concerning this bid, please contact Chief Clerk/Administrator Robert J. Gress in the Commissioners' Office at 570-517-3102 or in person at: Monroe County Administrative Center, One Quaker Plaza, Commissioners' Office, Room 201, Stroudsburg, PA 18360.

**16. SURFACE TREATMENT:**

Use of Sodium Chloride is permitted on all surfaces not comprised of concrete. All concrete surfaces shall be treated with Calcium Chloride, with the exception of location No. 2 (Administrative Center) where the use of Calcium Chloride on all surfaces is required. To prevent damage to the expansion joints and traffic coating a polyurethane plow is edge is required when plowing snow on the top deck and helix of the Administrative Center parking garage.

**16. W-9**

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

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

PROPOSAL FORM  
SIGNATURE PAGE AND AGREEMENT

Submitted by: \_\_\_\_\_  
(Firm)

\_\_\_\_\_  
(Address)  
\_\_\_\_\_

Date: \_\_\_\_\_

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

Dear Commissioners:

After examining all parts of this proposal, of the said service for the County of Monroe, including the "Instructions to Bidders" and "Specifications" and any added addenda, we understand these specifications and hereby propose to furnish service in strict accordance with all specifications. Please fill in the information below:

**1) Public Safety Center, 100 Gypsum Road, Snyder'sville**

Snowplowing	\$ _____/hr
Cinder	\$ _____/ton
Sodium Chloride (rock salt)	\$ _____/ton
Calcium Chloride	\$ _____/ton
Snow removal	\$ _____/hr
Clear and treat all Walkways (Calcium Chloride)	\$ _____/hr

**2) Administrative Center Parking Deck and Parking Lot, (front and back) North 6<sup>th</sup> Street, Stroudsburg**

Snowplowing	\$ _____/hr.
Calcium Chloride	\$ _____/ton
Snow removal	\$ _____/hr

**3) Former Jail Parking Lot, Corner of 7<sup>th</sup> and Monroe Street, Stroudsburg**

Snowplowing	\$ _____/hr.
Sodium Chloride (rock salt)	\$ _____/ton
Calcium Chloride	\$ _____/ton
Cinder	\$ _____/ton
Snow removal	\$ _____/hr

In submitting this proposal, it is understood that it is the right of the County of Monroe 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.

I understand that if we are the successful bidder that upon receipt of written notice of contact award that a binding contract exists for the term specified.

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

Signed,

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Firm Name

\_\_\_\_\_  
Typed and/or printed name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_

\_\_\_\_\_  
Email Address

**BUSINESS REFERENCES**  
**SNOW REMOVAL SERVICES**

Name of Business \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Contact Person \_\_\_\_\_

Phone Number \_\_\_\_\_

For what period of time did you provide these services \_\_\_\_\_

Name of Business \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Contact Person \_\_\_\_\_

Phone Number \_\_\_\_\_

For what period of time did you provide these services \_\_\_\_\_

Name of Business \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Contact Person \_\_\_\_\_

Phone Number \_\_\_\_\_

For what period of time did you provide these services \_\_\_\_\_