



### **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, 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](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

## INSTRUCTIONS TO BIDDERS

### 1. Intention of Bid:

The intent of this bid is to secure a firm price for the articles specified to supply new Bailiffs, Correctional Officers and Deputy Sheriffs with their required uniforms as well as replace worn-out articles as necessary for the present staff 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 an envelope, sealed, and plainly marked “**BIDS FOR BAILIFF, CORRECTIONAL OFFICER AND DEPUTY SHERIFF UNIFORMS**” and must be delivered to the Office of the Controller no later than 1:30PM 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 18360-2192 beginning at 2:00 PM.

### 5. Delivery Terms:

Delivery shall be made only upon instructions by the Commissioners or their designated representative(s). The successful bidder(s) shall be responsible and liable for the uniforms 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.

### 6. Costs:

The unit and total prices as submitted by the bidder shall be the whole and total sum and should include the cost of any necessary alternations. All costs of shipping, delivery, etc., and any other costs applicable, shall be included in that 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. All net prices shown throughout the proposal will reflect this exemption.

### 7. Payments:

Payments to the successful vendor(s) will be processed after the order has been received and inspected and approved by the Commissioners or their designated representative(s) and upon receipt of an itemized invoice.

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

**10. 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. Consideration will be given to the speed of delivery, cost, and proximity of vendor.

**11. 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, suites, 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.

**12. Terms of the Contract:**

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

**13. 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 bid bonds or security deposits must be **original documents** and be 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 establishment of regular deliveries.

**14. Performance Bond:**

If a vendor is awarded a contract totaling 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%) 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.

**15. W-9:**

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

**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 a political subdivision of the Commonwealth of Pennsylvania. Net prices as shown in the proposal shall exclude Federal and State Taxes.

**18. Uniform Specifications:**

See Attachments "A", "B" and "C"

**19. Uniform Fittings:**

The successful bidder must be able to visit the site to take measurements for fitting the uniforms upon request of the correctional facility or the Sheriff's Department.

**20. Patches:**

The patches will be supplied by the departments and must be sewn on the uniforms by the successful bidder(s) in the appropriate places.

**21. Qualified Bidders:**

To be considered for the RFP, the vendor must be well recognized and able to deliver the uniforms in a timely manner. The vendor must provide three (3) references to confirm that you presently provide services similar to those specified in this RFP. References must include a contact name and phone number.

**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 said service for the County of Monroe, we understand these specifications accordance with all specifications.

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 bid award date will be made at the time of the bid opening.

TOTAL "A" Sheriff's Officers -	\$ _____
TOTAL "B" Bailiff's Officers -	\$ _____
TOTAL "C" Correctional Officers -	\$ _____
TOTAL BID "A, B & C"	\$ _____

All bid proposals must be irrevocable for sixty (60) days after the bid opening date. Itemized proposal pages are attached to this proposal.

Accompanying this proposal is bid security in the form of ( ) cash, ( ) certified good faith check, ( ) cashier's check, 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 within \_\_\_\_\_ working days of receipt of the order.

***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

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

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